



## Transfer out discharge form

– *Collective Retirement Account (CRA)*

### Using the editable fields?

To ensure your information is saved correctly, we recommend you save the form to your desktop before you start completing the required fields.

### With this form you can:

- transfer your pension savings to an eligible Receiving Scheme.

### This form cannot be used to:

- transfer to an eligible Receiving Scheme following a Pension Sharing Order - please use the 'Pension Credit Transfer' form.
- purchase an annuity - please use the 'Withdrawal to Buy an Annuity' form.

**We regularly update our forms;** your financial adviser can confirm that this February 2021 version is the latest by checking the literature library on our website [platform.quilter.com](https://platform.quilter.com)

### Note

- When completing this form you should check the current valuation of the CRA. The valuation will show any deductions we may need to make from the account before we complete the transfer.
- If the CRA is currently in 'capped' or 'flexi-access' drawdown, and you are receiving income, we may need to delay the transfer until we've completed the final income payment.
- If there is a regular investment in the process of being collected we will not be able to complete the transfer until the collection has been completed.
- If there is an active pension sharing order in place, we will not be able to complete the transfer until the pension share has been completed.
- **You can choose to transfer by cash or by re-registration:**
  - Cash transfer
    - This means that we will sell the assets and transfer the sale proceeds as cash to the Receiving Scheme.
    - If the assets to be sold include any Exchange Traded Instruments (ETIs), a dealing charge will be applied to each ETI sold.
  - Re-registration
    - This means that we will re-register the assets to the Receiving Scheme without selling them.
    - If any assets cannot be re-registered for any reason, we will sell them and transfer the sale proceeds as cash to the Receiving Scheme.

### Completing this form

- **Part A** - must be completed by the account holder.
- **Part B** - must be completed by the Receiving Scheme.
- Complete this form, as applicable, using BLOCK CAPITALS and blue or black ink. For dates, please use the format day/month/year.
- Missing or unclear information may result in delays. We are unable to correct errors or omissions by you or your financial adviser retrospectively.

### Additional documents we will need

- The Receiving Scheme will need to send us the Receiving Scheme's Pension Scheme Registration document.

### Giving us your instruction

- Once Part A is complete, this form must be signed and sent to the Receiving Scheme.
- The Receiving Scheme must complete Part B and send the form and any additional documents to the following address:  
**Quilter, Quilter House, Portland Terrace, Southampton SO14 7AY.**
- On receipt of the form, and all our requirements, we will make the transfer and provide full details direct to the Receiving Scheme.

# Part A

To be completed by the account holder

## A1. Account holder details

Full name	<input type="text"/>									
Address	<input type="text"/>									
	<input type="text"/>								Postcode	
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>					Email address				

OR If you have never been issued with a National Insurance number, tick here

## A2. Full transfer

CRA sub account number(s)

A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please tick to indicate the transfer method required.

- a) ☐ Cash transfer  
b) ☐ Re-registration

## A3. Partial transfer

### Note

- Only available for uncrystallised sub accounts.
- **For cash transfers** - complete section A3.1.
- **For re-registration** - complete section A3.2.

### A3.1 – Partial cash transfer

Please complete this section with details of the sub account numbers and amounts to be transferred as cash.

### Note

- We will meet your request by selling proportionally from all assets held and transfer the sale proceeds as cash to the Receiving Scheme.
- If your assets include any Exchange Traded Instruments (ETI)
  - a dealing charge will apply to each ETI sold
  - ETI trading is restricted to whole numbers of shares
  - more information about ETI transactions is in the CRA Terms and Conditions.
- If you have more than five partial cash transfers, please provide the details by using a copy of this page and attach it to this form.

CRA sub account number(s)

A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
A	C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cash transfer amount

£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>
£	<input type="text"/>

### A3.2 – Partial transfer by re-registration

Please complete this section with details of the sub account numbers and the assets to be re-registered.

#### Note

- **If any assets to be re-registered are currently held as part of a model portfolio, your financial adviser will need to 'deconstruct' the model portfolio BEFORE we can carry out the re-registration.**
- If any assets listed below cannot be re-registered for any reason, they will be sold and the proceeds transferred as cash. If those assets include any Exchange Traded Instruments (ETIs), a dealing charge will apply to each ETI sold.
- We will re-register 100% of the units held in the assets listed below; we are unable to re-register partial asset holdings.
- If the receiving scheme holds a different share class for an asset being re-registered, we may convert the asset to a common share class to enable re-registration to proceed, if required by the receiving scheme
- If there is insufficient space to list all assets to be re-registered, please provide the additional details on a signed copy of this page.

CRA sub account number 

A	C								
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#### Assets to be re-registered


CRA sub account number 

A	C								
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#### Assets to be re-registered




CRA sub account number 

A	C								
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Assets to be re-registered

CRA sub account number 

A	C								
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Assets to be re-registered

CRA sub account number 

A	C								
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Assets to be re-registered



## A4. Discharge and declaration

- a) **If I have requested a cash transfer, or if any cash is transferred as part of a re-registration request**
- I hereby request Quilter Life & Pensions Limited to release the value of investments held under my CRA sub account(s) specified in section A2 and A3 and make payment of the value(s) as an authorised pension transfer to the scheme detailed in Part B.
  - If an asset included in my request is suspended, I authorise Quilter Life & Pensions Limited to re-register the asset in line with point b), where possible and acceptable to the receiving scheme.
- b) **If I have requested a transfer by re-registration**
- I hereby request Quilter Life & Pensions Limited to re-register the investments held under my CRA sub account(s) specified in section A2 and A3 as an authorised transfer to the scheme detailed in Part B.
  - If any cash is also transferred, I request it to be released to the scheme in line with a) above.
  - I understand that if the receiving scheme holds a different share class for an asset being re-registered, Quilter Life & Pensions Limited may convert the asset to a common share class to enable the re-registration to proceed, if requested by the receiving scheme.
- c) I confirm that I am the account holder of the CRA sub account(s) specified in section A2 and A3.
- d) I understand that the transfer can only be made where the receiving scheme is eligible to receive a pension transfer under HM Revenue & Customs rules.
- e) I understand that the transfer will not take place until Quilter Life & Pensions Limited receives satisfactory assurances from the Receiving Scheme that it is eligible to receive a pension transfer under HM Revenue & Customs rules.
- f) I declare that the transfer by Quilter Life & Pensions Limited shall constitute a full discharge of its obligation to make further payments in respect of the transferred pension assets.
- g) I understand that where the sub account holds crystallised assets, it is not possible to request a partial transfer of these assets.

Signature of account holder

Date

## Part B

### To be completed by the receiving scheme

► **Part B must be completed by the Receiving Scheme's trustees or authorised signatories of the Receiving Scheme. The form must then be returned to Quilter together with the completed Part A.**

## B1. Receiving scheme details

Receiving Scheme name

Pension Scheme Tax Registration number (PSTR)

Please enclose a copy of the Receiving Scheme's Pension Scheme Registration document.

Trustee/Scheme

Administrator's name

Address

<input type="text"/>	
<input type="text"/>	Postcode

Account reference number

Is the Receiving Scheme a Registered Pension Scheme under Section 2, Part IV, Finance Act 2004, or a Qualifying Recognised Overseas Pension Scheme, and willing and authorised to accept pension transfers?

Yes

No ► We will be unable to proceed with the transfer

## B2. Transfer details

*Note*

- **Complete a) IN ALL CASES** (the bank details will be used for cash transfers, and for any cash relating to sales of assets which cannot be re-registered).
- **Complete b)** if the transfer request is for re-registration of assets.
- Please advise if you require any specific information, using section B4 overleaf.

a) *Cash transfer*

Payment of any cash proceeds will be made by electronic transfer; please supply your bank account details.

Branch sort code	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	Bank account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank name	<input type="text"/>															
Name of account holder	<input type="text"/>															
Reference <i>(optional)</i>	<input type="text"/>															

► Any reference here will appear on your bank statements.

*b) Re-registration*

Please supply details below for assets to be re-registered.

Re-register assets into the name of		
Designation (if applicable)		
Address		
		Postcode

### B3. Receiving scheme declaration

- We confirm that the information supplied is true and correct.
- We confirm that we are the authorised trustees of the scheme or are the authorised administrators of the Receiving Scheme.
- We confirm that each person signing this form is authorised to represent the Receiving Scheme in these matters.
- We authorise HM Revenue & Customs and The Pensions Regulator to provide information about the Receiving Scheme to Quilter Life & Pensions Limited.

**Signatures** ► Provide any additional signatures overleaf if there is insufficient space below.

<b>1. Signature</b>	<div style="border: 1px solid black; height: 40px;"></div>	Date	<div style="border: 1px solid black; display: flex; justify-content: space-between;"><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Print full name		Capacity in which signing	
<b>2 Signature</b>	<div style="border: 1px solid black; height: 40px;"></div>	Date	<div style="border: 1px solid black; display: flex; justify-content: space-between;"><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Print full name		Capacity in which signing	

#### B4. Additional information

Please use this page to advise us of any specific additional information you require.

*platform.quilter.com*

*Please be aware that calls and electronic communications may be recorded for monitoring, regulatory and training purposes and records are available for at least five years. Quilter is the trading name of Quilter Investment Platform Limited which provides an Individual Savings Account (ISA), Junior ISA (JISA) and Collective Investment Account (CIA) and Quilter Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).*

*Quilter Investment Platform Limited and Quilter Life & Pensions Limited are registered in England and Wales under numbers 1680071 and 4163431 respectively.*

Registered Office at Senator House, 85 Queen Victoria Street, London, EC4V 4AB, United Kingdom. Quilter Investment Platform Limited is authorised and regulated by the Financial Conduct Authority. Quilter Life & Pensions Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Their Financial Services register numbers are 165359 and 207977 respectively. VAT number 386 1301 59.

