



## BROOKLANDS SIPP TRANSFER OUT & DISCHARGE REQUEST

### PLEASE NOTE

This form is to be completed if you wish to transfer your pension benefits to another provider or to another Scheme with Heritage Pensions Limited. As the member, please complete Part 1 & 2 and then forward the document to the receiving scheme to complete Part 3 and send on to us.

**Note: If you are transferring to a QROPS please complete the Transfer out to QROPS form of the Brooklands SIPP.**

Transfer Process: The process can be lengthy as we are reliant on investment providers to facilitate the return of cash funds to your SIPP Bank Account prior to onward transfer. We are unable to guarantee the completion by a specific deadline, though we will endeavour to finalise your transfer as soon as possible.

**Note: It is strongly recommended that you obtain Independent Financial Advice before completing and proceeding with this transfer. We also recommend that you check if your new Scheme can receive the assets being transferred in-specie to avoid disappointment.**

Please complete the following form in BLOCK CAPITALS and forward to your new scheme administrators for their completion and return to us at our address shown above.

### PART 1: Transfer Request

#### 1. Personal Details

Title                                      Mr                                      Mrs                                      Miss                                      Ms                                      Other

Name  
[firstname,middle,surname]

Plan Reference

Member address

Postcode

National Insurance  
Number

Telephone number

#### 2. Please indicate how you would like ALL the benefits to be transferred

Would you like your pension benefits transferred completely as cash to the new provider or a mixture of cash and in specie. You may wish to transfer all your assets to be re-registered (in-specie), subject to confirmation by the receiving scheme and the associated costs of transferring.

Transfer Benefits as Cash                                      Full In-Specie Transfer                                      Transfer Part as Cash and In-Specie

**NOTES: If you have chosen to transfer all of your pension benefits in-specie or part cash and the residual in-specie, please ensure you also complete Section 4. Please also refer to the SIPP fee schedule to understand the costs and charges to help you with your decision making.**

- Please note that for in-specie (and sometimes cash) there may be other charges from the investment provider and/or receiving scheme.
- There is considerable amount of work for an in-specie transfer and typically this does take longer than a cash transfer and the cost associated is higher.
- If you have any queries with the surrender charges you should contact your financial adviser or the investment provider.

**3. Please complete the details of the receiving scheme**

Scheme Name

Scheme Reference:

Provider Name

Provider Full Address

Postcode
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Email address

Telephone Number

Fax number

**4. Assets to be transferred In-Specie (if Applicable)**

**Section 1: Assets to be transferred**

Please enter below details of the assets that you wish to transfer in-specie (asset remains intact) – please use additional pages if required

Name of Investment Provider	Full Name of Asset	Plan Number	Amount in £/%

**Section 2: Transferring Commercial Property**

If you wish to transfer your Commercial Property please provide contact details of the Solicitor who is to be used to facilitate the transfer

Solicitor Firm

Main Contact

Full Address

Postcode
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Email address

Telephone Number

Fax number

**Section 3: Transferring an Execution Only or Discretionary Fund Manager Account**

If you wish to transfer your execution only/DFM Account please provide details of the provider

Firm Details

Main Contact

Reference

Full Address

	Postcode
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Email address

Telephone Number

Fax number

**Section 4: Additional Information you think we may require**

## PART 2: Member Declaration

### 1. Member Declaration and Agreements - PLEASE READ IN FULL

- I confirm that to the best of my knowledge and belief, the particulars given on this form are correct and complete.
- I understand that it is an offence to make false statements and that penalties are severe and could lead to prosecution.
- I hereby grant consent to Heritage Pensions Limited to contact HM Revenue & Customs to verify the registered scheme status for the receipt of your pension fund.
- The member is, or on receipt of the cash equivalent will be a member of the Receiving Scheme and that the Receiving Scheme is able to accept the cash equivalent on behalf of the member.
- I have received a statement from the Receiving Scheme showing the benefits to be awarded in respect of the transfer payment.
- I hereby authorise Heritage Pensions Limited to release details about the transfer from this scheme and the subsequent application of benefits to the receiving scheme.
- I acknowledge that any entitlement to benefits under this scheme will cease in respect of any transferred rights and that Heritage Pensions Limited will be discharged from any obligation to provide benefits in respect of those rights.
- Pension transfers are undertaken on the transferor's understanding that the transfer value (money representing the member's pension rights) will be used only to provide the member with pension benefits in retirement (for example, providing a tax free lump sum and a regular income or annuity).
- I fully appreciate that early access to my pension prior to the minimum retirement age of 55 may be subject to Unauthorised Payment charges from HMRC.
- I accept that the proceeds once discharged from Heritage Pensions Limited will not be used for Pension 'liberation' (cash back/ loan whether directly or indirectly) as deemed by HMRC. A warning against early release of pension has been published by the Pensions regulator and you can read this information at [www.pensionsregulator.gov.uk/press/pn12-05.aspx](http://www.pensionsregulator.gov.uk/press/pn12-05.aspx)
- A pension transfer is a Benefit Crystallisation Event (BCE) for the purposes of HMRC reporting, and may be a chargeable event. This means that if your total pension benefits (including amounts from other pension arrangements) are more than your Lifetime Allowance you could have to pay tax. If you tell us the total value of your pension benefits is more than the LTA at the point of transfer then we will advise you accordingly before settling the transfer.
- I have read accept and understand Heritage Pensions Limited Transfer out charging structure and all fees shall be paid before the transfer has taken place.

### 2. Member Authorisation to Transfer

I declare that I have read the above statement in full and by signing below I agree to the trustees of The Brooklands SIPP discharging liability at the point of transfer and therefore all liability is passed to the receiving scheme.

Member Signature

Full Name

Date [dd/mm/yy]

## Part 3: Receiving Scheme Section (for receiving scheme to complete)

### 1. Receiving Scheme Details

Scheme Name

HMRC Reference Number

We confirm that the assets within Part 1, Sub Section 5 are acceptable to the scheme and that they will be transferred to the following Trustee details *\*any amendments to the assets required to be transfer in-specie where you are unable to receive them will require confirmation by the member that they can be transferred as cash:*

Receiving Scheme  
Trustees

Trustee's Registered  
Address

Postcode

**2. The transferring of Cash holdings**

Any cash holdings to be transferred will be transferred only once all assets have been reassigned and any fees have been deducted accordingly. Where sufficient liquid holdings are not available to settle all outstanding fees, these will be requested for and require payment prior to remittance of the pension.

Please confirm how funds are to be remitted and the details by ticking ONE of the following:

BACS                      CHAPS                      SWIFT                      Cheque

**Bank Details**

Bank Name

Sort Code

Account Number

Bank Address

Postcode

SWIFT/IBAN Details  
(if non UK bank)

Reference Required on  
Payment:

**3. Authorisation & Declaration of the Receiving Scheme**

- We confirm that the above statements are true and that upon receipt and acceptance of the transfer value (money representing the member’s pension rights) it will be used only to provide the member with pension benefits in retirement (for example, providing a tax free lump sum and a regular income or annuity).
- We give Heritage Pensions Limited permission to approach HM Revenue & Customs for confirmation that this scheme is a Registered Pension Scheme that complies with HM Revenue & Customs requirements
- We confirm that the proceeds once discharged from Heritage Pensions Limited will not be used for Pension ‘liberation’ (cash back/ loan whether directly or indirectly) as deemed by HMRC.

Signature

Name & Position

Date [dd/mm/yy]

For and on Behalf of:

Please Note Below Additional Information for Heritage Pensions Limited



The Brooklands SIPP is operated by Heritage Pensions Limited who are authorised and regulated by the Financial Conduct Authority.  
 The asset trustee for the Brooklands SIPP is IVCM Heritage Trustees Limited. An agreement is in place between Heritage Pensions Limited and IVCM  
 whereby certain administrative functions in respect of the Brooklands SIPP are outsourced to and undertaken by IVCM.