



**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 IVCM Heritage SIPP discharging liability at the point of transfer and therefore all liability is passed to the receiving scheme.

**Full Name**

**Member Signature**

**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
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**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
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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**

**Full Name**

**Date** [dd/mm/yy]

**For and on Behalf of:**

Please note below additional information for Heritage Pensions Limited.

**When complete**

email or post this form:

**[ivcm@heritagepensions.co.uk](mailto:ivcm@heritagepensions.co.uk)**

**Heritage Pensions Limited**

6 Doolittle Mill, Froghall Road,  
Amphill, Bedfordshire,  
MK45 2ND

Tel.: +44 (0) 1525 408120

Fax: +44 (0) 1525 403189



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