



BROOKLANDS SIPP

TRANSFER OUT TO A QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME

Please complete the transfer out authorisation and discharge form in full using **BLOCK CAPITALS** and ticking boxes where appropriate. Please initial any changes you make and do not use correction fluid if you make a mistake.

1. Member Details

Title Mr Mrs Miss Ms Other

Gender Male Female

Name
[firstname,middle,surname]

Permanent Residential
Address

Postcode

Date of Birth
[dd/mm/yy]

National Insurance
Number

Telephone numbers Home Work

Mobile Fax

Email address

2. Details of the Crystallised and/or Uncrystallised arrangements to be transferred

I wish to transfer;

All crystallised arrangements Yes No

A specified amount of £ Yes No

Or/and

All uncrystallised arrangements Yes No

A specified amount of £ Yes No

Your Plan is divided into 1,000 segments and we can only transfer the value of whole segments to another provider. Therefore, we may be unable to transfer the exact amount you have requested

3. Scheme Transferring To

Scheme Name

Scheme Address

	Postcode
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The receiving scheme is (tick box to confirm)

A Recognised overseas pension scheme Yes No

4. Transferring Investments

Please indicate by ticking **one** of the following boxes for how the transfer is to be made

Please sell all my investments and then transfer in cash

Please transfer all my investments in-specie

Please sell all the investments listed below and transfer the remaining investments in-specie *

Any cash from the sale of investments will remain in the SIPP bank account accruing interest until all investments have transferred in-specie. Once the transfer in-specie is complete the cash will be paid to the receiving scheme.

5. Lifetime Allowance Questionnaire

Section 1 - Lifetime Allowance

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

Q1. Have you taken any pension benefits before? Yes No

If 'No' go to SECTION 2 - Protection. If 'Yes' please answer the following question.

Q2. Is the total value of your pension benefits, including those already in payment, likely to be more than the Lifetime Allowance is (£1,073,100 2021/22)? Yes No

If 'No' go to SECTION 2 - Protection. If 'Yes' please answer the following questions. It is possible you will need the help of a financial adviser.

Q3. What total percentage of Standard Lifetime Allowance have you used up by taking benefits since 6th April 2006? %

Q4a. Are you being paid a company and/or personal pension which started before 6th April 2006? Yes No

If 'No' go to question 5. If 'Yes' please continue.

Q4b. Is this the first time you have taken pension benefits since 6th 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 6th April 2006?

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

Q5. 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.

Q6. Are you intending to take any other benefits at the same time as these benefits? Yes No

Q6a. 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.

Q7. 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.

Section 2 - Protection and Lifetime Allowance Adjustments

Have you been granted Primary or Enhanced protection or a Lifetime Allowance adjustment from HMRC? Yes No

If 'Yes' please send us a copy of the certificate issued by HMRC. Please note that we will not be able to take the protection or adjustment into account unless a copy of the certificate is received.

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 55%.

6. Member Declaration

I confirm that to the best of my knowledge and belief the particulars given on this form are correct and complete

I declare that I am the person above and I am legally entitled to give instructions to Heritage Pensions Limited in respect of the Plan

I can confirm that I am not bankrupt

I declare that there is no Court Order in force affecting the Plan or the Arrangements being used in respect of the transfer

I hereby authorise and request Heritage Pensions Limited to close the Plan or arrangements under the Plan as specified and apply the proceeds as a transfer to the receiving scheme

I understand that it is an offence to make false statements and that the penalties are severe and could lead to prosecution

I acknowledge that on payment of the transfer value to the receiving scheme I will cease to have any rights to benefits under this plan in respect of any transferred benefits and Heritage Pensions Limited will be fully discharged from any obligation to provide benefits in respect of those rights

Name
[firstname,middle,surname]

Signature

Date [dd/mm/yy]

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.	When answering this question please take into account all pensions except state pensions. Include pensions already in payment at 5th April 2006, those taken since 6th April 2006 and benefits still to come into payment. To work out an approximate value for Pensions already in payment at 5th April 2006, multiply the maximum annual pension at this date by 25. 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.
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 6th 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 6th 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.	When 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 6th 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, HMRC 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 £1,073,100 (2021/22) will be used.

7. Receiving Pension Scheme Details

(To be completed by the receiving scheme administrator)

Please complete Part A if you are accepting a transfer of crystallised and / or uncrystallised arrangements.

Please complete Part B if the member has requested an in-specie transfer of the scheme investments.

Part A. Transfer of Crystallised and/or Uncrystallised Arrangements

Member Name
[firstname,middle,surname]

Your Plan Reference

Name of Scheme

Revenue Registration /
Approval. Reference No.

As administrators of the above pension scheme, we confirm that our scheme is;

Please tick the statement that applies

A registered pension scheme approved under Chapter 4 of the Finance Act 2004

A recognised overseas pension scheme as defined by the HMRC under Chapter 4 of the Finance Act 2004 and has satisfied the HMRC

If the receiving pension scheme is a recognised overseas pension scheme please enclose a copy of the letter from HMRC confirming the recognised status of the scheme.

Payment Details

Cheque Made Payable To

Bank Account Details

Account Name

Bank Name & Address

Postcode

SWIFT/IBAN Details
(if non UK bank)

Sort Code

Account Number

Payment Reference

Receiving Scheme Declaration

I confirm that the above statements are true and complete. On receipt and acceptance of the transfer it will be applied to provide benefits for or in respect of the member under the receiving scheme.

Signed

Position

For & on behalf of the
Trustees/Administrator of

Date [dd/mm/yy]

Part B. Transfer In-specie Details

If a transfer in-specie has been requested, Heritage Pensions Limited will proceed with the transfer of the investments and will ensure that all plans/policies/stock/commercial property has been transferred before making any cash payments to the new pension scheme.

The cash and transfer details will follow once Heritage Pensions Limited has received written confirmation from all the relevant parties that the re-registration of all assets has been completed.

Please provide the following details for a transfer in-specie

Trustee Investment Plans or Insurance policies

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

Provider/Trustee Name

Address

	Postcode
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Continue on a separate sheet if necessary

Unit Trusts / OEICs/ Investment Trusts/ Government Stock

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

Registration Name

Designation Required

Address

	Postcode
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Continue on a separate sheet if necessary

Investment Manager Accounts

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

If Yes, please confirm if the investment manager account is to be transferred to your Transferring Investment Manager Account? Yes No

Transferring directly to a new Investment Manager? Yes No

Contact Name(s)

Address

	Postcode
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Telephone Number

Fax No.

Continue on a separate sheet if necessary

Commercial Property

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

Solicitor Name dealing with transfer

Address

	Postcode
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Telephone Number

Fax No.

Continue on a separate sheet if necessary



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.