

Transfer form

Use this form if you wish to transfer uncrystallised benefits into your Suffolk Life plan

If you are transferring from more than one scheme, you should complete a separate copy of this form for each additional scheme.

Scheme details

Full name of scheme to be transferred

Type of scheme being transferred for example: PP, EPP

Transfer value (or estimate) non-protected rights benefits

£

Transfer value (or estimate) protected rights benefits

£

Name of scheme administrator / trustee / insurance company

Protected rights benefits are not permitted in the Suffolk Life SIPP (Deed Poll scheme).

Address

Postcode

Policy/account number (if applicable)

HM Revenue & Customs reference number (if known)

Please indicate below which of the following statements will apply at the time of the transfer to your Suffolk Life plan.

1 None of the scheme has begun paying benefits (uncrystallised)

2 Some of the scheme has begun paying benefits (crystallised)

This transfer form can only be used for the uncrystallised part of your scheme. If you also wish to transfer the crystallised part, your adviser will provide you with another, different form for that purpose.

Assets to be transferred

Type of assets

Please indicate below which of the following apply to your transfer.

1 The transfer payment will comprise only cash.

2 A property, or properties, or an interest in a property or properties are to be transferred.

You will need to complete a property form.

3 Other assets are to be transferred *in specie* (*in specie* transfers involve transferring shares and other assets without selling them. Please ensure that the current scheme administrator permits this).

Please complete an *in specie* transfer schedule which is available from your adviser or upon request from us.

This schedule must be completed in full unless a full current fund valuation containing all the information requested on the schedule is provided. Please also ensure that you read all the notes within the schedule.

Please tick below as appropriate:

Please tick below as appropriate:

A completed *in specie* transfer schedule is enclosed.

A full valuation of the fund is enclosed, including SEDOL codes.

All details requested on the *in-specie* transfer schedule must be provided before we can request the transfer.

A completed *in specie* transfer schedule or full valuation of the fund will follow.

All details requested on the *in-specie* transfer schedule must be provided before we can request the transfer.

Any assets that are not allowable under the terms of the Suffolk Life plan must either be sold before we proceed with the transfer or remain with the current scheme.

Discharge Forms

Type of assets

Please tick as appropriate:

1 Completed discharge forms are enclosed.

2 Completed discharge forms will follow.

We will not request the transfer until we receive the completed discharge forms.

3 I request Suffolk Life to obtain the discharge forms from the scheme administrator / trustee / insurance company detailed above and forward them on for completion.

We will always charge a fee for the transfer. Please refer to the Schedule of Fees.

4 Discharge forms are not required by the transferring scheme.

Declaration and signature for transfers

Declaration Please read and sign the declaration below to authorise the transfer(s).

- I declare that to the best of my knowledge and belief the statements made in this section (whether in my handwriting or not) are correct and complete.
- I understand that, in accordance with the terms and conditions, a fee may be charged in respect of the transfer of the above scheme.
- I hereby consent to Suffolk Life obtaining details from the administrator / trustee or insurance company or other pension provider of any scheme, contract or arrangement of which I am or have been a member in connection with the transfer and authorise the giving of such details to Suffolk Life.

I also consent to my adviser:

Adviser firm name

Firm FSA number

obtaining the same details.

- While Suffolk Life will request transfers in a timely manner, I understand that Suffolk Life is not responsible for the timely completion of the transfer.
- I understand that Suffolk Life will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and any necessary account with an investment manager or execution-only broker has been established.
- I wish for the pension scheme benefits detailed overleaf to be transferred to my Suffolk Life plan.
- Declaration to the administrator of the transferring scheme(s)
 - I authorise and instruct you to transfer funds from the plan(s) as listed above directly to Suffolk Life. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise to accept responsibility for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer(s) listed above.
 - I authorise you to release all necessary information to Suffolk Life to enable the transfer of funds to Suffolk Life.
 - I authorise you to obtain from and release to the financial adviser named above any additional information that may be required to enable the transfer of funds.
 - If an employer is paying contributions to any of the plans as listed above, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
 - Until this application is accepted and complete, Suffolk Life's responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).
 - Where the payment(s) made to Suffolk Life represent(s) all of the funds under the plan(s) listed above, then payment made as requested will discharge the administrator of the transferring scheme of all claims and responsibilities in respect of the plan(s) listed.
 - Where the payment(s) made to Suffolk Life represent(s) part of the funds under the plan(s) listed above, then the administrator of the transferring scheme will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).
- Declaration to Suffolk Life and the administrator of the transferring scheme(s)
 - I promise to accept responsibility in respect of any claims, losses and expenses that Suffolk Life and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me or of any failure on my part to comply with any aspect of this transfer form.
 - I confirm that, where I am transferring Protected Rights, I wish to transfer these from the administrator of the transferring scheme to Suffolk Life.

Please note: It is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

Name of investor

Signature of investor

Date

www.suffolklife.co.uk

Suffolk Life is the trading name of Suffolk Life Pensions Limited (registered in England and Wales number 1180742) and Suffolk Life Annuities Limited (registered in England and Wales number 1011674). Both companies are authorised and regulated by the Financial Services Authority.

Suffolk Life Annuities Limited, an authorised insurance company, is the provider of the Suffolk Life Self-Invested Personal Pension and other insured pension products.

Suffolk Life Pensions Limited is the provider of the Suffolk Life MasterSIPP and scheme administrator of all Suffolk Life's SIPPs.

The registered address of all companies is 153 Princes Street, Ipswich, Suffolk, IP1 1QJ, United Kingdom.

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