



# Application Form

## Transfer In Drawdown

# Transfer In Drawdown Application

You need to complete this form if you want to transfer benefits already in payment under another pension arrangement to a Pointon York SIPP (whether being paid to you as a scheme member or a dependant of a scheme member).

- This form gives the Trustees or scheme administrator of your existing pension arrangement the authority to provide Curtis Banks with the relevant information about your existing pension arrangement.
- You will need to complete one form for each transfer you want to make. If you need additional forms please contact us or your adviser.

The transfer may take a few weeks to complete. The benefits that will be transferred will be received by your Pointon York SIPP which is a Registered Pension Scheme for the purposes of Part 4 of Finance Act 2004 (as amended).

Curtis Banks is scheme administrator, and is authorised and regulated by the Financial Conduct Authority.

## Member Details

## Part 1

Title	Forename(s)		
Surname		Date of Birth	
National Insurance Number			
Residency			
Name of transferring scheme			
Trustee/Administrator's address			

Approximate fund value to be paid to your Pointon York SIPP

£

Does this represent the full value of your ceding provider plan?

Yes

No

Your Scheme or Policy number (if applicable)

Is this transfer a transfer of assets in specie?

If yes, please detail under 'Assets to be Transferred' below.

Yes

No

Asset Provider and Description	Reference	Date of Last Valuation	Value

## Income Payments

## Part 2

Please indicate the basis that current benefits have been accessed **Flexi Access Drawdown**  **Capped Drawdown**

Where Flexi Access, please confirm date MPAA applied:

**Where Capped, benefits will remain in Capped Drawdown on completion of the transfer and any request to change to Flexi Access Drawdown must be submitted on our Flexi Access Drawdown Member Declaration.**

Do you require immediate Income? **Yes**  **No**   
Where "No" please go to Part 4.

We operate our pension payroll system on 28th of the month and we will require instructions and cleared funds available at least 10 working days before this date, in order to make payment.

When do you want income to commence (subject to transfer completion)?

Income Frequency      Monthly       Quarterly       Annually

Capped Drawdown ONLY:      Maximum limit  % of maximum limit  %

Capped and Flexi Access Drawdown:      Specific GROSS Annual Amount  £

## Personal Bank Details

## Part 3

**Bank Name**  **Branch**

**Address**

**Postcode**

**Account Name**

**Account Number**  **Sort Code**

## Right to Withdraw from Transfer

## Part 4

You have the right to withdraw from the transfer within 30 days of the date we inform you that we have received your transfer request. You may do this by writing to Curtis Banks at the following address: Curtis Banks, Pointon York House, Welland Business Park, Valley Way, Market Harborough, Leicestershire, LE16 7PS.

We will write to you letting you know when this right to withdraw expires.

This right to withdraw is separate from any right you may have to cancel membership of your Pointon York SIPP on the establishment of your SIPP, and unlike that right, you cannot waive this right to withdraw from the transfer.

If you exercise this right to withdraw from the transfer we will endeavour to return any funds already transferred back to the original transferring pension scheme. You should be aware, however, that the transferring scheme is not obliged to take the transfer back, and this may therefore not be possible. In this circumstance we would transfer your SIPP funds or assets to another registered pension scheme of your choice. We will not charge you for doing the above, although any fees outstanding following the establishment of your SIPP will still be due.

Where the transfer includes the transfer in-specie of property, then we will not instruct solicitors within this 30-day period. If you intend using the transferred funds to finance a property purchase, then we will only instruct solicitors within the above 30-day period if there are already sufficient funds in your SIPP unrelated to the transfer to meet the anticipated legal and related costs Crescent Trustees Limited will accrue.

I understand that:

- no tax-free pension commencement lump sum will be payable from crystallised Arrangement(s) on receipt of the transfer,
- I cannot make contributions into the above Arrangement(s) and no further transfers may be accepted into the Arrangement(s).
- the effective date of the transfer to my Pointon York SIPP will be the day that the transfer value or assets are received.
- any crystallised funds will be held in a separate Arrangement to any other I have with Curtis Banks
- if I exercise my right to withdraw from the above transfer it may not be possible for the transfer to go back to the transferring scheme and related costs as a result of any instructions provided by myself will be due from funds held
- the amount of the transfer payment representing these benefits will be applied to provide me with income drawdown benefits under the receiving scheme and will be subject to the same income limit as under the transferring scheme
- payments of pension made will be subject to PAYE.
- If I have taken benefits from any pension arrangement, with the current or any other pension provider, which means I am subject to the Money Purchase Annual Allowance (MPAA), I must supply Curtis Banks with the date the MPAA first applied to me.

I authorise and instruct you to transfer funds from the plan(s) as listed in this form directly to Pointon York in the form of:

1. A cash payment made by cheque made payable to Crescent Trustees Limited, or such other method agreed with Curtis Banks; or
2. A direct transfer of assets held on my behalf (after deduction of any outstanding liabilities or charges). Where appropriate Curtis Banks will advise details of the nominee/parties to whom assets must be transferred. I understand that the existing investment manager or administrator of the transferring scheme is responsible for collecting dividends and tax reclaims, and realising all rights and entitlements in respect of the assets transferred and for passing them to the receiving scheme.

I authorise you to arrange for the requested periodic payments of pension from the scheme bank account once benefits have been received.

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 that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.

I authorise you to release all necessary information to Crescent Trustees Limited or Curtis Banks to enable the transfer of funds to Curtis Banks. I agree that a copy of this authority should have the validity of the original.

I authorise you to obtain from and release to any financial intermediary named in this application 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 in this form, I authorise you to 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, Curtis Banks responsibility is limited to the return of the total payment(s) to the ceding provider(s).

Where the payment(s) made to Curtis Banks represent(s) all of the funds under the plan(s) listed in this form, then payment made as instructed will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.

Where the payment(s) made to Curtis Banks represent(s) part of the funds under the plan(s) listed in this form, then the payment made as instructed will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

I promise to accept responsibility in respect of any claims, losses and expenses that Crescent Trustees Limited or Curtis Banks and the ceding provider(s) may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

I apply to the scheme administrator of the receiving scheme to accept the transfer from the transferring scheme and to pay it into my SIPP. I confirm that the information provided relevant to my application to transfer benefits into my SIPP is correct and complete, to the best of my knowledge and belief.

I confirm that adviser remuneration must be paid in accordance with the adviser remuneration option selected previously.

I confirm that I have not received any advice or recommendation in relation to the transfer from a representative of Crescent Trustees Limited or Curtis Banks.

**Member Signature**

**Date**

# Transfer In Drawdown - Transferring Scheme Administrator

## Transfer Details

## Part 1

### From the Administrator of the Transferring Scheme

Note: Where relevant, references in this Part to crystallised funds (vested) or Income Drawdown includes any Dependants' crystallised funds.

Full Title of the Transferring Scheme
---------------------------------------

Pension Scheme Tax Reference
------------------------------

Please confirm whether the benefits being transferred are member or dependant benefits	Member	<input type="checkbox"/>	Dependant	<input type="checkbox"/>
Is there an earmarking order in force in relation to the funds / rights being transferred? If yes, please attach a copy of the order.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the member in Capped or Flexi Access drawdown?	Capped	<input type="checkbox"/>	Flexi Access	<input type="checkbox"/>

## Transfer Value

## Part 2

### Section C: Details of the Transfer Value

If any funds being transferred are held in a number of Arrangements under your scheme, all or some of which have different review dates and maxima, then we will require the relevant details below for each tranche of Arrangements with different review dates and maxima. Please provide these details under separate cover.

Please provide breakdown of the proportion of the Transfer Value representing: -

Uncrystallised Fund Value	£
Crystallised Fund Value	£
Value representing Disqualifying Pension Credits (if any)	£
Percentage of Standard Lifetime Allowance used up in relation to transferred Drawdown Fund (see note 2)	%
Aggregate amount 'crystallised' through BCE1 (see note 3)	£
If yes, please confirm the purchase price / cost	£

## Income

## Part 3

Note: Where relevant, references in this Part to crystallised funds (vested) or Income Drawdown includes any Dependants' crystallised funds.

Annual Income level being paid	£			
Income frequency	One-off <input type="checkbox"/>	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Annually <input type="checkbox"/>

## Capped Drawdown Information

## Part 4

Please complete the following for each arrangements (continue on separate sheet if necessary):

### ARRANGEMENT 1

Income Drawdown entitlement that arose: Before 06 April 2006  On or after 06 April 2006

Original Date of Crystallisation	<input type="text"/>	Net Fund Crystallised	<input type="text"/>
Date of last Review	<input type="text"/>	Value at last Review	<input type="text"/>
Current Fund Value	<input type="text"/>		
Reference Period start date	<input type="text"/>	Date last income paid	<input type="text"/>
Maximum Annual Permitted Income		£	<input type="text"/>
		150% of GAD	
Income already paid in current Pension Year (see note 1)		£	<input type="text"/>

### ARRANGEMENT 2

Income Drawdown entitlement that arose: Before 06 April 2006  On or after 06 April 2006

Original Date of Crystallisation	<input type="text"/>	Net Fund Crystallised	<input type="text"/>
Date of last Review	<input type="text"/>	Value at last Review	<input type="text"/>
Current Fund Value	<input type="text"/>		
Reference Period start date	<input type="text"/>	Date last income paid	<input type="text"/>
Maximum Annual Permitted Income		£	<input type="text"/>
		150% of GAD	
Income already paid in current Pension Year (see note 1)		£	<input type="text"/>

## Scheme Administrator Declaration

## Part 5

We certify on behalf of the transferring scheme that the detail contained within this transfer application is correct and represents all of the funds in Income Drawdown held under the Arrangement(s) being transferred.

We will arrange payment of the transfer value, or transfer of assets in specie to Crescent Trustees Limited.

This certification is made in line with the legislation currently in force for transfers between Registered Pension Schemes.

Position

Signature

Date

### Notes

(1) Please include any Income Drawdown payments you have already paid out from the identified fund in the current Pension Year (or intend doing so before the transfer is completed).

(2) This will be the % figure we need to include in the next annual statement we provide the member in accordance with Regulation 14 of The Registered Pension Schemes (Provision of Information) Regulations 2006 (SI 2006/567), as you are required to provide us in accordance with Regulation 15 of those Regulations. This should include the % Standard Lifetime Allowance used up by any PCLS paid when any of the funds being transferred were first 'designated' to provide a drawdown pension.

(3) Please confirm the aggregate amount that 'crystallised' for Lifetime Allowance purposes at each Benefit Crystallisation Event ('BCE') 1 that occurred in relation to the Fund.



**Curtis Banks Ltd**

Pointon York House

Welland Business Park

Valley Way, Market Harborough

Leicestershire, LE16 7PS

**t** 01858 419300

**f** 01858 419400

**e** [enquiriesmh@curtisbanks.co.uk](mailto:enquiriesmh@curtisbanks.co.uk)

**[www.curtisbanks.co.uk](http://www.curtisbanks.co.uk)**

Curtis Banks Ltd is registered in England, No. 06758825.  
Curtis Banks Ltd is authorised and regulated by the Financial Conduct Authority.  
FCA Number: 492502