

## SSAS Transfer in from money purchase/defined contribution scheme

Please complete this form to request a transfer into your SSAS with Curtis Banks.

Please note failure to complete all the sections relevant to your application will cause delays with your request.

### 1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.

We will require your consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

I agree to my information being processed by Nucleus Financial Platforms Group, to include being shared and gathered between relevant third parties.

Please refer to our Group Privacy Notice, should you require further guidance on how we collect use and protect your personal information. This can be found at [www.nucleusfinancial.com/privacy-notice](http://www.nucleusfinancial.com/privacy-notice) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the SSAS Team on 0117 332 4051 or [ssas.admin@curtisbanks.co.uk](mailto:ssas.admin@curtisbanks.co.uk).

### 2 Member's personal details

#### 2.1 Member details

Members's name

Plan number

#### 2.2 Money Purchase Annual Allowance

Have you triggered the Money Purchase Annual Allowance in another registered pension scheme?

Yes

No

If yes, please confirm the date of your trigger event, and the name of the pension scheme where it occurred:

Date

Name of pension scheme

### 3 Transfer details

#### 3.1 Scheme details

Full name of scheme to be transferred

Name of other pension plan

Type of scheme being transferred for example: PP, EPP

Contact name

Contact number

Address

Transfer value (or estimate) £

### 3.1 Scheme details (continued)

Policy/account number  
(if known)

HM Revenue & Customs  
reference number

#### Please note

Crystallised  
arrangements can only  
be transferred in full.

Is this the full value of the plan?

Yes

No

**Please note: crystallised arrangements can only be transferred in full.**

Are any benefits already in drawdown under the plan?

Full

Partial

No

If fully crystallised or partially crystallised, please provide your P45 once supplied by your existing scheme. If you wish to receive income payments from the plan once transferred, please complete the 'SSAS Income Request Form' and return to our offices.

### 3.2 Assets to be transferred

Is the plan a defined benefits scheme  
or a scheme with safeguarded  
benefits other guarantees or  
promises?

Yes

No

If yes, please do not complete this form, but instead complete a 'Transfer of Benefits - Safeguarded Benefits' form and return it with the application.

Is this an in-specie transfer?(i.e. does  
the transfer consist of assets other  
than cash?)

Yes\*

No

If yes, please list the types of assets  
and their transfer values

\* If transferring an investment portfolio or a directly-held asset, please also provide the ISIN and SEDOL code for each fund. These can be obtained from the investment manager. Without the above items, the in specie transfer cannot proceed.

### 3.3 Additional scheme details

Transfer payment method\*

BACS

CHAPS \* Payments requested by CHAPS may incur an additional charge.

Is the transferring scheme subject to  
a Protected Pension Age?

Yes

No

Is the transfer a credit as a result of a  
Pension Sharing Order?

Yes

No

Have you received advice from a  
regulated financial adviser in respect  
of the transfer?

Yes

No

Is the transfer in respect of death  
benefits?

Yes

No

Is the transfer part of a block  
transfer?

Yes

No

If yes, please provide details of any protected tax-free lump sum entitlement, minimum pension age etc which is being preserved by the block transfer:

## 4 Member's declaration

Curtis Banks Limited will rely on this declaration. You should read it carefully and if you do not understand any part of it, please ask us for further information. Before signing the declaration, you should carefully read the following for your own benefit and protection:

- This declaration;
- Key Features;
- Schedule of Fees;
- Terms and Conditions; and
- Schedule of Allowable Investments

These documents together form the agreement upon which we intend to rely.

If you do not understand any point then please ask your adviser or us for further information. A copy of the scheme rules is available on request. A copy of this completed Application Form is available on request from Curtis Banks.

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

### Declaration

- I hereby consent to Curtis Banks 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 Curtis Banks.
- **Declarations to the current provider of the transferring scheme(s)**
  - I authorise and instruct you to transfer sums and assets from the plan(s) as listed above directly to Curtis Banks and to provide any instructions and/or discharge required by any relevant third party to do so.
  - I accept that in order to comply with regulatory obligations, Curtis Banks and the current provider(s) named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
  - Until this application is accepted and complete, Curtis Banks' responsibility is limited to the return of the total payment(s) to the current provider(s).
  - When payment is made to Curtis Banks as instructed, this means I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 3 of this application where the whole of the plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.
  - I have read any information provided or made available to me by the current provider in connection with this transfer.
- **Declaration to Curtis Banks and the current provider of the transferring scheme(s)**
  - I accept responsibility in respect of any claims, losses and expenses, additional tax charges or any penalties that Curtis Banks and the current provider may incur as a result of any incorrect, untrue or misleading information in this application or given by me, or on my behalf, any failure on my part to comply with any aspect of this application.
  - I authorise Curtis Banks, the current provider, any contributing employer and any financial adviser or intermediary named in this application to obtain from each other, and to release to each other, any information that may be required to enable the transfer of sums and assets to Curtis Banks.
- I wish for the pension scheme benefits detailed overleaf to be transferred to my Curtis Banks SSAS.
- I declare that to the best of my knowledge and belief the statements made in this form (whether in my handwriting or not) are correct and complete.
- While Curtis Banks will request transfers in a timely manner, I understand that Curtis Banks is not responsible for the timely completion of the transfer.
- I understand that, in accordance with the Terms and Conditions, a fee may be charged in respect of the transfer of the above scheme (please refer to the relevant Schedule of Fees for further details).
- I understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution, or transfer funds into a newly opened pension there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA), and Overseas Transfer Allowance (OTA) will apply to my pension benefits.
- I understand that Curtis Banks will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and an account with my nominated investment manager has been established.
- I wish for the pension scheme benefits detailed in section 3.1 to be transferred to my SSAS.
- I understand that you may undertake a search with a reference agency for the purposes of verifying my identity and age. To do so, the reference agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access. A record of the search will be retained as an identity search.
- The transfer will be used to provide benefits under my SSAS administered by Curtis Banks, in accordance with the Rules of the SSAS.
- I am not bankrupt and there are no court orders affecting my pension arrangements.

## 4 Member's declaration (continued)

### Declaration for crystallised transfers

- I understand that a crystallised arrangement can only be transferred in full and not in part.
- I accept that an additional arrangement under my plan is set up to allow the continuation of drawdown income. Each separate crystallised arrangement transferred in must be maintained separately and will incur its own set of drawdown fees as stated in the Schedule of Fees.
- I understand that if I elect to take income this will be apportioned equally across the whole drawdown arrangement, and I cannot elect to take income from funds that were crystallised at a specific designation.
- I accept that:
  - no tax-free lump sums are available from the crystallised funds transferred into the new arrangement(s) at any time;
  - no contributions or crystallised transfers may be made to a crystallised arrangement;
  - any further crystallised transfers will require the establishment of a new arrangement for each transfer;
  - if I receive income from a flexi-access drawdown arrangement, I will trigger the Money Purchase Annual allowance, if not already done so.
- I accept that Curtis Banks is not responsible for checking whether I have triggered the Money Purchase Annual Allowance before accepting contributions in excess of the limit, which is currently £10,000.

### HM Revenue & Customs Warnings

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

Print name

Signature of member

Date

When completed, this form together with any supporting documents should be returned to:

Curtis Banks Limited,  
SSAS Department,  
3 Temple Quay,  
Bristol, BS1 6DZ

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0370 414 7000  
F 0117 929 2514

curtisbanks.co.uk

#### Call charges will vary. We may record and monitor calls.

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"Curtis Banks Pensions" is the trading name of SLPL.

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SSAS TIN 0125  
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