

GUIDANCE NOTE

TRANSFERS

APPROVED FOR INVESTOR USE | JANUARY 2026



Summary

If you have a number of pension arrangements, you can transfer funds from one arrangement to another. You may also wish to transfer your pension from your existing pension scheme provider into a pension product offered by Curtis Banks. You might do this because, for example, you feel that the transferred funds could benefit from better investment returns or lower charges, or you might transfer as part of a re-structuring of your pension arrangements.

Transfers can take place between SIPPs and SSAs and other registered pension schemes. All funds can be transferred, including where benefits are already in payment.

The transfer can be a cash payment or a transfer of pension scheme assets. This is called an in specie transfer.

You should take independent financial advice before transferring between pension schemes as the types of scheme, potential benefits and costs can vary significantly. In particular you may be giving up valuable guarantees or paying transfer penalties if you transfer out of some types of scheme. In addition, you may lose some benefit rights on transfer, if you have a protected retirement age or an increased tax free cash entitlement.

Transfers-in

You and your advisers are responsible for organising transfers from other pension arrangements. We cannot arrange this for you, but we will chase up outstanding transfer payments on your behalf.

If the other pension arrangement is a member of the Origo “Options Transfer” service, the transfer will be processed electronically and all you will need to do is complete our SIPP Transfer Form. For other transfers, as well as completing our own transfer form, you should ask the other pension arrangement for the forms required to make a transfer. You will need to complete these forms and in most cases we will need to complete part of the form. The completed form will then be returned to the other scheme and they will be in a position to make the transfer. For SSAs you can request the required form from us.

Sometimes the other scheme will make the transfer payment before the forms have been completed. We will not be able to formally accept the funds and invest them until the documentation is complete, so it is important that any forms are completed as soon as possible.

If a transfer-in includes funds on which you are already drawing a pension, the existing pension limits will continue until the pension was next due to be reviewed, and we will then carry out this review. For a transfer where the funds have

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been partially crystallised, please also provide a breakdown of the crystallised and uncrystallised fund.

Transfers-out

You can transfer all or part of your funds to another pension arrangement. If you transfer all your funds, we will wind up your scheme membership and close our files.

To arrange a transfer, you should provide us with details of the new arrangement and we can then organise the documentation of the transfer and make payment.

It is possible to transfer your funds to certain types of overseas pension scheme, called ROPS (recognised overseas pension schemes). If you are interested in this, we can assist you by providing further information on the options available and the action you would need to take.

All fees and liabilities need to be paid prior to transferring out and these debts may continue to incur if not satisfied by the fund assets transferred away.

Our charges

Please refer to the Schedule of Fees for your SIPP or SSAS.

Important points to consider

The value of pension funds may fall as well as rise. Your money is tied up until you take your benefits. Benefits can generally be taken any time after age 55, although this is due to increase to 57 in 2028.

Contact details

If you'd like to speak to us about anything on this fact sheet, please contact us on:

T 0370 414 7000

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

E enquiries@curtisbanks.co.uk

Please remember not to send any personal, financial or banking information via email as it is not a secure method of communication.

For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.