

TRANSFER OF SAFEGUARDED OR GUARANTEED BENEFITS INTO A SSAS

Application Form

For use when transferring safeguarded benefits or guarantees

Please complete this form to request a transfer into your SSAS with ourselves if you have ‘safeguarded benefits’ in the transferring scheme.

This will be the case if the scheme is a ‘final salary’ or ‘defined benefit’ scheme, or if there are other guarantees or promises under the scheme, for example, an enhanced tax-free lump sum.

Please complete this form using black ink and block capitals.

How do I submit my transfer in form?

You can submit your transfer in form to us using the following contact details.

Bristol Office

Curtis Banks Ltd
SSAS Department
Ground Floor
3 Temple Quay
Bristol
BS1 6DZ

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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 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.

2 Your details

Member Trustee's name

Member Trustee's plan number

As your SSAS administrator, we believe it is important that we seek to ensure that you are aware of and understand the nature of the benefits that you are proposing to surrender.

You must take professional advice before proceeding - we will not accept the transfer unless such advice has been taken and your adviser recommends a transfer. This declaration by you must be countersigned overleaf by the adviser, who must be authorised to give pension transfer advice.

This will enable you to make a well informed decision regarding your pension benefits.

Curtis Banks Ltd are not able to provide you with advice regarding this matter. In order to assist you, we have provided some of the key points in section 4, that you should have considered with your adviser and understood.

3 Transferring scheme details

Full name of scheme
to be transferred

Type of scheme (e.g. Occupational -
Defined Benefit (e.g. Final Salary);
Occupational - Money Purchase;
Personal Pension (e.g. SIPP))

Name of scheme administrator/
trustee/insurance company

Address

Contact name/number

Policy/account number
(if known)

HM Revenue & Customs
reference number

Transfer value (or estimate)

£

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

Yes

No

Is the transfer part of a block transfer?

Yes

No

3 Transferring Scheme details (continued)

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

Is the transferring scheme subject to a Protected Pension Age?

Yes

No

4 Member Trustee's declaration & signature

Declaration

I understand that, by transferring my existing scheme into my SSAS, I will be giving up any rights I have (actual or contingent) to safeguarded benefits in my existing scheme. I have discussed the example consequences of transfer immediately below with my adviser and having done so, still wish to proceed with the transfer.

- In a Defined Benefit Scheme (e.g. Final Salary Scheme) you are guaranteed a certain level of pension when you retire. If you transfer from a Defined Benefit Scheme to your SSAS, you will give up the promise of a guaranteed pension and any certain income.
- Your existing Scheme may be protected against inflation up to 5% a year and sometimes more depending on the Scheme rules. This protection starts from the date you left the Scheme until your retirement.
- Your existing Scheme may possibly provide discretionary benefits such as increases to your pension once you retire.
- Your existing Scheme may allow you to retire early on a reduced pension or may provide a pension if you had to retire early because of ill health.
- If you were a member of your existing Scheme (for some Occupational Pension Schemes) on 10 December 2003 then, depending on the rules of that scheme, it is possible that you have a protected early retirement age under that scheme. This protection will normally be lost on transfer.
- It is possible that your tax-free lump sum entitlement accrued prior to 6 April 2006 under your existing Scheme is protected. This tax-free lump sum protection may be lost on transfer.
- It is also possible that you have a protected/enhanced tax-free lump sum under your existing Scheme (if you hold a Personal Pension). This tax-free lump sum may be lost on transfer.
- If you 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 your pension benefits.
- If your existing Defined Benefit Scheme is underfunded and your employer becomes insolvent, the Scheme will have access to the pension protection fund. This protection will be lost on transfer.
- Any guaranteed benefits, such as guaranteed annuity rates, attached to your existing Scheme will be lost upon transfer to your SSAS.

I understand the risks of holding a SSAS including:

- The pension I get from my SSAS will depend on the amount I transfer and/or contribute, the performance of the investments I choose, charges and how much pension my fund can buy when I decide to retire.
- I, rather than my past/present employer, carry a risk if the investments within my SSAS perform badly.
- Any guaranteed benefits, such as guaranteed annuity rates, attached to an existing personal pension arrangement will be lost upon transfer to a SSAS.
- Once I have transferred rights out of my existing pension scheme, I will not be able to transfer back.
- I confirm that I have received independent advice from my Financial Adviser in respect of the transfer set out in this application, including advice on any safeguarded benefits I will be losing as a result of the transfer. I wish to proceed with the transfer based on the recommendation and advice I have received from my Financial Adviser.
- I 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.
- I also consent to my adviser in section 5 obtaining the same details.
- I confirm that I have read this declaration in full and understand the nature of benefits I am giving up.

4 Member Trustee's declaration & signature (continued)

Declaration (continued)

- **Declaration to the current provider of the transferring scheme(s)**
 - I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in section 3 of this application directly to the SSAS Trustees' bank account 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.
 - I agree that, 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).
 - I understand that 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, 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, or of 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 in section 3 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 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.
- Where applicable, I authorise Curtis Banks to provide necessary details to MoneyHelper.

Name

Signature of Member Trustee

Date

5 Adviser's declaration & signature

Declaration

- I confirm that I have provided the member with appropriate advice about the proposed transfer of safeguarded benefits/guarantees to flexible benefits within a Curtis Banks SSAS, including the production of a TVAS if applicable, and have given a positive recommendation to proceed with the transfer based on a clear rationale.

In respect of Safeguarded Benefits

- I confirm that I am authorised by the Financial Conduct Authority to carry out the regulated activity in article 53E of the FCA's regulated activities in order to provide advice on safeguarded benefits.

In respect of guarantees not classed as a Safeguarded Benefit:

- I can confirm that I am authorised by the Financial Conduct Authority to provide advice on this pension transfer.

Name

Signed

Financial Services Register reference
number for individual

Date

Notes

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.

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

T 0370 414 7000
F 0370 414 8000
curtisbanks.co.uk

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

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