

Annuity Purchase Request Form

1 Personal details

Title	Forenames		
Surnames			
Address			
			Postcode
Pension Scheme Reference			

2 Annuity provider details

Please note that the member/IFA should have prior to completing this form been in contact with the provider to arrange the annuity. Any relevant paperwork will also need to be sent with this application form.

Name of provider			
Contact name at provider			
Address			
			Postcode
Telephone		Fax	
E-mail address			
Any reference number			

3 Annuity purchase details

Do you wish to use all or part of the fund for the annuity purchase? Full Partial

If you wish to use your full fund to purchase an annuity please go to Part 4 'Assets'.

If you wish to use part of your fund to purchase an annuity please answer the following questions.

Please confirm what amount of your fund you want to use to buy the annuity?

£

If your pension contains protected rights, please confirm the amount of protected rights you want to use for the annuity purchase £

If your fund contains crystallised and non-crystallised benefits please confirm what amount of each you want to use to purchase the annuity

Crystallised £ or %

Non crystallised £ or %

Where entitled do you wish Hornbuckle Mitchell to pay out any remaining Pension Commencement Lump Sum: Yes No

If 'yes' a benefit payment request form must be completed, this can be downloaded from our website or requested from your local office.

4 Assets

If you have an asset in your pension this cannot be transferred. If you are using all of your fund to purchase an annuity the asset will need to be sold.

If you want to use a proportion of your fund do you want to sell the asset to provide this sum?

Yes No

Where the asset is a property, please complete the Property Sale form.

Where the asset is not a property, please give details below of the investments you would like to sell before buying an annuity. If required continue on a separate sheet.

Name of asset and description (Inc units and fund)	Ref/policy number	Value £

5 Cash balances

Confirm how your cash balance(s) are to be transferred to the annuity provider.

Note: If your Pension includes a property or investments that are to be sold, we will not close the Pension bank account until all transactions are complete.

CHAPS (same day payment, a bank charge will apply)

BACS (three day transfer, no bank charge)

We will make the payment by BACS if no option is selected

If you are taking income from your pension, and we receive your request after the 15th of the month, we may not be able to forward your cash (to the annuity provider) until your income has been paid on the last working day of that month. We will confirm to you in that case.

Annuity Mandate

(Please complete for each Investment Company, Stockbroker and Bank Account (inc etc held in the Scheme))

Company name	
Address	
	Postcode

Please accept this as my authority to encash the following assets to the transferring company: All of my assets only the assets listed below, or please specify £

Please encash the following

Name of asset and description (Inc units and fund)	Ref/policy number	Value £

Any cash should be returned to my Pension Scheme account. The bank details are as follows:

Account name	
Account number	Sortcode

Please select the relevant bank below

- Bank of Scotland, New Uberior House, Earl Grey Street, Edinburgh, EH3 9BN
- Cater Allen Bank, 9 Nelson Street, Bradford, BD1 5AN
- Butterfield Private Bank, 99 Gresham Street, London, EC2V 7NG

Note for Investment Company – Please confirm that ALL investment payments (e.g. dividend etc) have been paid and if any are due to be paid in the future (please provide further details of future payments)

Further information	
Signed (Hornbuckle Mitchell)	Date
Signed (Member Trustee)	Date

Declaration

I confirm that I would like Hornbuckle Mitchell Group plc to action my request to purchase an annuity as detailed on this annuity request form.

I understand and agree that:

- To the best of my knowledge and belief the statements included on this form are true and complete
- It is an offence to make false statements and that the penalties are severe and could lead to prosecution
- I authorise Hornbuckle Mitchell Group plc
 - To release details about the annuity purchase from my Pension Scheme to the annuity provider (if applicable)
 - Check with HM Revenue & Customs regarding the details of any certificate which enhances my lifetime allowance
- The liability of Hornbuckle Mitchell Group plc and Hornbuckle Mitchell Trustees Limited is discharged in respect of the funds used to purchase an annuity
- Upon purchase, Hornbuckle Mitchell Group plc will no longer be responsible for providing pension benefits to me in respect of the funds used to purchase an annuity
- Any income payments I am currently receiving could be affected due to lack of funds to pay my pension during the annuity purchase process and I will not hold Hornbuckle Mitchell Group plc liable for these payments.
- That any fees deducted from the scheme account prior to receipt of the Annuity Purchase Request Form will not be refunded as per Hornbuckle Mitchell's current fee schedule, an annuity purchase fee will also be deducted from the scheme account

In the case that I use my whole fund to purchase an annuity, by signing the application form I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland/Cater Allen Bank/Butterfield Private Bank (delete as appropriate) to close the scheme bank account and pay the remaining cash balance to my annuity provider once all of the assets have been disinvested and paid to the annuity provider.

Signature

Date

<p>Scotland, Northern Ireland and the North East 4 Albyn Place Edinburgh EH2 4NG Tel: 0131 220 0353 Fax: 0845 125 6700 E-mail: Scotland@Hornbuckle.co.uk</p>	<p>North West Cotton Court Middlewich Road Holmes Chapel Cheshire, CW4 7ET Tel: 0845 345 7505 Fax: 0845 125 6700 E-mail: North@Hornbuckle.co.uk</p>
<p>Midlands (Head Office) Tyman House 42 Regent Road Leicester LE1 6YJ Tel:0845 345 2555 Fax: 0845 125 6700 E-mail: Midlands@Hornbuckle.co.uk</p>	<p>London Office Tel : 0845124 5394 Fax: 0845 125 6700</p>