

Transfer Out request form

1 Personal details			
Title	Forenames		
Surname			
Address			
			Postcode
2 Reason for transfer (please tick all that apply)			
Financial Adviser's advice	<input type="checkbox"/>	Pension Scheme no longer required	<input type="checkbox"/>
Purchasing an annuity	<input type="checkbox"/>	Not happy with fees	<input type="checkbox"/>
Property purchase with another provider	<input type="checkbox"/>	Require more investment flexibility	<input type="checkbox"/>
Not happy with administration (please provide further details below)	<input type="checkbox"/>	Further details _____	
Other (please state)			
Receiving scheme details			
Receiving scheme name			
Scheme number			
Receiving scheme address			
			Postcode

Is the transfer to a A registered UK Pension Scheme
 Non UK Pension Scheme

If the transfer is to a 'Non UK Pension Scheme' please complete section 3 overleaf

3 QROPS

Is the scheme you are transferring to a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HM Revenue and Customs under Chapter 4 of the Finance Act 2004, has satisfied HM Revenue and Customs requirements in this respect, and is also able to accept transfers of Uncrystallised and Crystallised funds?

Yes No

If YES please complete the information below

If NO you cannot proceed with the transfer to a non UK registered Pension Scheme

Have you taken any benefits from other pension funds since 6 April 2006? Yes No

If yes please complete the details below (please continue on a separate sheet if required)

Name of pension scheme	Name of administrator	Benefits taken	% of lifetime allowance
			%
			%
Total used to date			%

4 Transfer Options

Do you wish to transfer your entire fund?

Yes (please complete section 5) No (please complete section 6)

Please note:

If you want to make a partial transfer this can only consist of funds not being used to provide an income. If you want to transfer funds being used to provide an income you will have to make a full transfer.

5 Full transfer out

Some or all of the investments in your fund may be able to be transferred in specie (where the new scheme becomes the owner without having to sell the asset)

Do you wish to transfer your investment in specie, where possible?

Yes, all of them (*I understand Hornbuckle Mitchell will confirm me if this is not possible*)

No, please encash them

Yes, some of them (please specify below)

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

6 Partial Transfer out

Please complete if you want to transfer some of your investments to a new Pension Scheme.

Amount to be transferred £

Do you wish to transfer your investments in specie where possible?

Yes, (please specify which assets are to be transferred)

No, (your investments will need to be encashed before a transfer is made to your new scheme)

If investments are being transferred in specie, the cash balance will not be transferred until all in-specie transfers have been completed

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

7 Property

If you have a property in your scheme please confirm if you would like it to be -

Transferred
Sold

Please provide details of the solicitor dealing with the transfer or sale

Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

If the property is to be sold please provide details of the purchaser and their solicitor

Purchaser Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

Please provide details of the purchaser's solicitor below

Name	
Address	
	Postcode
Telephone	Fax
E-mail address	

8 Cash balances

Please confirm how your cash balance(s) are to be transferred to your new scheme.

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

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

BACS (three day transfer, no bank charge)

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

9 If taking income

Please Note

If we receive your transfer request after the 15th of the month we may not be able to transfer your cash until your income has been paid on the last working day of that month, however we will confirm this to you.

If you are transferring assets in specie you should be aware that this can sometimes take a number of months to complete. If you are taking an income from your arrangement with us, please confirm whether we should continue to pay your income until the transfer of cash is fully complete.

Yes please continue to pay my income

No please stop paying my income immediately

Transfer Out Mandate

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

Company name	
Address	
	Postcode

Please accept this as my authority to (please tick) encash or transfer in specie 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 £

Please transfer the following investments in-specie

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

Register In-specie assets as -

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

Account name Hornbuckle Mitchell to complete	
Account number HM to complete	Sortcode HM to complete

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 make a transfer as detailed on this transfer out 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 transfer of benefits from my Pension Scheme to the receiving scheme (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 assets transferred
- Upon transfer, Hornbuckle Mitchell Group plc will no longer be responsible for providing pension benefits to me in respect of the assets transferred
- Any income payments I am currently receiving could be affected due to lack of funds to pay my pension during the transfer 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 Transfer Out form will not be refunded as per Hornbuckle Mitchell's current fee schedule, a transfer out fee will also be deducted from the scheme account
- By signing the application form I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland/Cater Allen Bank/Butterfield Private Bank to close the scheme bank account and transfer the remaining cash balance to my new provider once all of the assets have been transferred.

Signature	Date
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Receiving Scheme Declaration

(to be completed by the receiving scheme administrator)

Member name	
Name of scheme	
Contact name of receiving scheme	
Address	
	Postcode
Telephone	Fax
E-mail address	
Pension Scheme Tax Reference Number	
Your Scheme reference number	

Please tick one of the following

- We confirm that our scheme is a registered Pension Scheme in accordance with Chapter 4 of the Finance Act 2004 and is able to accept transfers of Uncrystallised and Crystallised funds.
- We confirm that a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HM Revenue & Customs under chapter 4 of the Finance Act 2004 and has satisfied HM Revenue & Customs requirements in this respect and is also able to accept transfers of Uncrystallised and Crystallised funds. (If the receiving scheme is a QROPS please enclose a copy of the letter from HM Revenue & Customs confirming the recognised status of this scheme)
- Other

We confirm that our scheme **cannot** accept the following:

- | | |
|--|---|
| <input type="checkbox"/> In specie transfer of unlisted shares | <input type="checkbox"/> Borrowing Pre 06/04/2006 |
| <input type="checkbox"/> In specie transfer of property | <input type="checkbox"/> Protected Rights |
| <input type="checkbox"/> Third party loans | <input type="checkbox"/> Scheme Pension |

Other (Please specify)

Please provide your PSTR

If you are able to accept Protected Rights please provide your ASCON

Cash transfer payment details

Please provide your bank details so that we can transfer the monies to you

Account name	
Account number	Sort code
Bank name and address	
	Postcode

In-Specie transfer details

Please complete this section if your Pension Scheme can accept an in specie transfer of assets

How should assets be registered?	
First name assets should be registered to	
Address	
	Postcode
Second name assets should be registered to (If applicable)	
Address	
	Postcode

To the best of our knowledge and belief the statements included on this form are true and complete

We understand that upon receipt and acceptance of the transfer value it will be applied to provide benefits for or in respect of the member under the receiving scheme.

We give Hornbuckle Mitchell permission to approach HM Revenue & Customs for confirmation that this scheme is either a registered Pension Scheme scheme, or a QROPS that complies with HM Revenue & Customs requirements.

Signed	Date
Print name	
Address	
	Postcode

Important notes

Please complete this form as fully as possible

Please return the completed form to the relevant Hornbuckle Mitchell address overleaf.

Hornbuckle Mitchell Group plc cannot be held responsible for delays in transferring the assets where an incomplete form is submitted.

As there are likely to be a number of parties involved in this transfer, Hornbuckle Mitchell Group plc is unable to provide a deadline for the completion of the transfer.

Hornbuckle Mitchell Group plc will prepare a valuation of the Pension Scheme assets prior to processing the transfer.

Details of the fees that Hornbuckle Mitchell Group plc will charge can be found on our Fee Schedule. If there are any outstanding fees on the Pension Scheme, these will need to be settled before the transfer can proceed.

Hornbuckle Mitchell Group plc is not responsible for any charges levied by other companies involved in the transfer and details of their fees should be sought directly from these companies.

Any transferring of assets in specie will be carried out before the Pension Scheme bank account is closed.

Hornbuckle Mitchell Group plc will not proceed with the transfer until any cancellation notice periods have expired.

Please return the signed and dated form to the relevant office below

Scotland, Northern Ireland and the North East 4 Albyn Place Edinburgh EH2 4NG Tel: 0131 220 0353 Fax: 0131 220 0369 E-mail: Scotland@Hornbuckle.co.uk	North West Cotton Court Middlewich Road Holmes Chapel Cheshire, CW4 7ET Tel: 0845 345 7505 Fax: 01477 539209 E-mail: North@Hornbuckle.co.uk
Midlands (Head Office) Tyman House 42 Regent Road Leicester LE1 6YJ Tel:0845 345 2555 Fax: 0116 254 3342 E-mail: Midlands@Hornbuckle.co.uk	London Office Tel: 0845 124 5394 E-mail: London@Hornbuckle.co.uk

The Hornbuckle Mitchell Group plc is Authorised and Regulated by the Financial Services Authority.

TVout 04/10