



HERITAGE PENSIONS

TRANSFER OUT TO A QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME (QROPS)

PLEASE RETURN THIS FORM TO:

Heritage Pension Administration Limited
6 Doolittle Mill
Froghall Road
Amphill
Bedfordshire
MK45 2ND

1 Member Details

Name	<input type="text"/>		
Permanent residential address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Date of birth	<input type="text"/>		
National insurance number	<input type="text"/>		
Telephone numbers	Home	<input type="text"/>	Mobile <input type="text"/>
	Email address <input type="text"/>		

2 Details of the Crystallised and/or Uncrystallised Arrangements to be Transferred

I wish to transfer

All crystallised arrangements Yes No

A specified amount of

and/or

All uncrystallised arrangements Yes No

A specified amount of

Your Plan is divided into 1,000 segments and we can only transfer the value of whole segments to another provider. Therefore, we may be unable to transfer the exact amount you have requested.



3 Scheme Transferring To

Name of scheme

Address of scheme

Postcode

The receiving scheme is a recognised overseas pension scheme

Yes

No

4 Transferring Investments

Please indicate by ticking **one** of the following boxes for how the transfer is to be made

Please sell all my investments and then transfer in cash

Please transfer all my investments in-specie

Please sell the investments listed below and transfer the remaining investments in-specie*

* Any cash from the sale of investments will remain in the SSAS bank account accruing interest until all investments have transferred in-specie. Once the transfer in-specie is complete the cash will be paid to the receiving scheme.



5 Lifetime Allowance Questionnaire

5.1 Lifetime Allowance

We strongly recommend this section is completed with the help of a financial adviser

- Q1** Have you taken any pension benefits before? Yes No
If 'No' go to 5.2. If 'Yes' please answer the following question:
- Q2** Is the total value of your pension benefits, including those already in payment, likely to be more than the Lifetime Allowance (£1,073,100 2020/21)? Yes No
If 'No' go to 5.2. If 'Yes' please answer the following questions:
- Q3** What total percentage of Lifetime Allowance have you used up by taking benefits since 6th April 2006? %
- Q4a** Are you being paid a company and/or personal pension which started before 6th April 2006? Yes No
If 'No' go to Q5. If 'Yes' answer the following question:
- Q4b** Is this the first time you have taken pension benefits since 6th April 2006? Yes No
- (i) If 'Yes' please state the amount of annual pension you are receiving now £
- (ii) If 'No' on what date did you first take benefits after 6th April 2006?
- (iii) What was the total amount of annual pension(s) being paid at that time? £
- Q5** Have you taken any pension benefits for which the provider has not yet issued a statement? Yes No
 If 'Yes' please state the total level of benefits being taken £
 and from what date they were taken
Please note we will not be able to proceed without this information
- Q6** Are you intending to take any other benefits at the same time as these benefits? Yes No
- Q6a** If 'Yes' please confirm if benefits from this Plan are to be processed first Yes No
 If 'No' please state the total level of benefits being taken first £
 and from what date they are being taken
Please note we will not be able to proceed without this information



Q7 Are you intending to take any other benefits between now and the date these benefits will be taken?

Yes No

If 'Yes' please state the total level of benefits being taken

£

and from what date they were taken

Please note we will not be able to proceed without this information

5.2 Protection and Lifetime Allowance Adjustments

Have you been granted primary or enhanced protection or a Lifetime Allowance adjustment from HMRC?

Yes No

If 'Yes' please enclose a copy of the certificate issued by HMRC. Please note that we will not be able to take the protection or adjustment into account unless a copy of the certificate is received.

5.3 Taxable Benefits

If you exceed your remaining Lifetime Allowance by taking these benefits, the excess will be subject to a tax charge of 55%

6 Member Declaration

I confirm that to the best of my knowledge and belief the particulars given on this form are correct and complete

I declare that I am the person above and I am legally entitled to give instructions to Heritage Pension Administration Limited in respect of the Plan

I can confirm that I am not bankrupt

I declare that there is no Court Order in force affecting the Plan or the Arrangements being used in respect of the transfer

I hereby authorise and request Heritage Pension Administration Limited to close the Plan or arrangements under the Plan as specified and apply the proceeds as a transfer to the receiving scheme

I understand that it is an offence to make false statements and that the penalties are severe and could lead to prosecution

I acknowledge that on payment of the transfer value to the receiving scheme I will cease to have any rights to benefits under this Plan in respect of any transferred benefits and Heritage Pension Administration Limited will be fully discharged from any obligation to provide benefits in respect of those rights

Signature

Name

Dated



Notes for 5 Lifetime Allowance Questionnaire

Lifetime Allowance

Q1	Answer 'Yes' if you have ever taken any benefits from either an occupational pension scheme or personal pension scheme.
Q2	<p>Please take into account all pensions except state pensions. Include pensions already in payment at 5th April 2006, those taken since 6th April 2006 and benefits still to come into payment.</p> <p>To work out an approximate value for pensions already in payment at 5th April 2006, multiply the maximum annual pension at this date by 25.</p> <p>If you are unsure of the total funds in your pension(s), consult the latest annual statement from each provider and add up the transfer values from each statement. Alternatively, the providers will be able to give you this information.</p>
Q3	Each time you take pension benefits, a percentage of the Lifetime Allowance is used up and the provider must issue a statement stating the percentage. Please add up the percentages used up from each statement and state the total.
Q4a	Pensions being paid from before 6th April 2006 also use up a percentage of the Lifetime Allowance. If you are receiving a pension from before this date, please answer all the parts in Q4 so that we may calculate the percentage of Lifetime Allowance used up for you.
Q4b	We must work out the percentage of Lifetime Allowance used up for pensions in payment at the date you first took benefits after 6th April 2006.
Q4b(iii)	Please state the annual amount of pension being paid at the date in Q4b(ii)
Q5	If you have taken benefits but not received a statement from the provider, please provide the information requested to work out the percentage of Lifetime Allowance used up.
Q6 & Q6a	If benefits are being taken from more than one Plan you must decide in which order the benefits should be processed. We would recommend that advice is sought from a financial adviser regarding the order of processing as there are potential tax implications which should be considered.
Q7	When you are intending to take any other benefits between now and the date these benefits will be taken we need the information requested to work out the percentage of Lifetime Allowance used up.

Protection and Enhancements

The Lifetime Allowance can be adjusted and your pre-6th April 2006 fund protected in certain circumstances. Please consult a financial adviser for more information on this.

Where you have applied for protection and/or an adjustment, HMRC issue a certificate confirming the type of protection agreed, certificate number and enhancement factor if applicable.

Where copies of the certificate/s are not sent we will assume there is no protection and a Lifetime Allowance of £1,073,100 (2020/21) will be used.



7 Receiving Pension Scheme Details

To be completed by the receiving scheme administrator

Please complete Part A if you are accepting a transfer of uncrystallised/crystallised arrangements

Please complete Part B if the member has requested an in-specie transfer of the scheme investments

Part A Transfer of crystallised and/or uncrystallised arrangements

Name of member

Plan reference

Name of scheme

Revenue registration/approval reference no.

As administrators of the above pension scheme, we confirm that our scheme is:

a registered pension scheme approved under Chapter 4 of the Finance Act 2004

a recognised overseas pension scheme as defined by HMRC under Chapter 4 of the Finance Act 2004 and has satisfied HMRC

If the receiving pension scheme is a recognised overseas pension scheme please enclose a copy of the letter from HMRC confirming the recognised status of the scheme.

Payment details

Please confirm the bank account details where payments should be sent

Bank

Bank address

Postcode

Account name

Account number/IBAN

Sort code

Any reference



Receiving scheme declaration

I confirm that the above statements are true and complete. On receipt and acceptance of the transfer it will be applied to provide benefits for or in respect of the member under the receiving scheme

Signed	<input type="text"/>	For & on behalf of the Trustees/Administrator of	<input type="text"/>
Position	<input type="text"/>	Dated	<input type="text"/>

Part B Transfer in-specie details

If a transfer in-specie has been requested, Heritage Pension Administration Limited will proceed with the transfer of the investments and will ensure that all Plans/policies/stock/commercial property has been transferred before making any cash payments to the new pension scheme.

The cash and transfer details will follow once Heritage Pension Administration Limited has received written confirmation from all the relevant parties that the re-registration of all assets has been completed.

Please provide the following details for a transfer in-specie

Trustee Investment Plans or Insurance Policies

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

Provider/Trustee name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>

Continue on a separate sheet if necessary

Unit Trusts/OEICs/Investment Trusts/Government Stock

Can the receiving scheme accept a transfer in-specie from these assets? Yes No

Registration name	<input type="text"/>		
Designation required	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>

Continue on a separate sheet if necessary



Investment Manager Accounts

Can the receiving scheme accept a transfer in-specie from these assets?

Yes No

If Yes, please confirm if the investment manager account is to be transferred to your transferring investment manager account?

Yes No

Transferring directly to a new investment manager?

Yes No

Contact name(s)

Address

 Postcode

Telephone number

*Continue on a separate sheet if necessary***Commercial Property**

Can the receiving scheme accept a transfer in-specie from these assets?

Yes No

Name of solicitor dealing with this transfer

Address

 Postcode

Telephone number

Continue on a separate sheet if necessary