

Qualified Recognised Overseas Pension Scheme (QROPS) transfer form

Where applicable, trustees should complete this form on behalf of the member

1. Your details			
Full Name and Title			
Residential Address			
Policy Number / Scheme and member number			
National Insurance Number		Date of Birth	
Date of leaving service of the employer (if applicable)		Occupation	
Nationality		Country of Residence	
Telephone Number		Email address <i>(optional)</i>	
<i>To comply with current UK money laundering regulations we may need to contact you for further information</i>			

2. Would you mind sharing your reason for taking your retirement savings now?			
Bringing my savings into one place	<input type="checkbox"/>	Advice or guidance from IFA/Pension Wise	<input type="checkbox"/>
I am retiring	<input type="checkbox"/>	I only have a small fund	<input type="checkbox"/>
I need the funds now	<input type="checkbox"/>	Other (please specify)	<input style="width: 150px;" type="text"/>

3. QROPS details	
Name and address of the QROPS receiving the transfer	
QROPS reference number	
Name and address of the tax authority the QROPS is registered with	
Name and address of the regulatory authority the QROPS is subject to	
<p>You need to contact that company and ask them to send us:</p> <ul style="list-style-type: none"> • written confirmation they can accept the transfer; • a copy of their HMRC registration letter <p><input type="checkbox"/> Written conformation enclosed <input type="checkbox"/> Written confirmation to follow</p>	
<p>3a. Is this a company pension scheme?</p> <p><input type="checkbox"/> Yes - go to 3b <input type="checkbox"/> No - go to Section 4</p>	
<p>3b. Are you an employee of the employer who runs the company scheme?</p> <p><input type="checkbox"/> Yes - please send a copy of a payslip or other income confirmation. Go to Section 4 <input type="checkbox"/> No - Go to 3c</p>	
<p>3c. Please state your relationship to the employer who runs the company scheme:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

4. Details of the transfer	
Are you transferring to an income drawdown policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, are you taking your retirement savings immediately, or at a later date?	<input type="checkbox"/> Immediately <input type="checkbox"/> Later date
Have you 'flexibly accessed' any retirement savings, either with us or another provider, since 6 April 2015? For example by taking an 'Uncrystallised Funds Pension Lump Sum'.	<input type="checkbox"/> Yes, on: ___/___/___ <i>Enter date you first did this</i> <input type="checkbox"/> No
Have you completed and enclosed HMRC form 'Member information APSS263'?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you read and understood the leaflet produced by The Pensions Regulator on investment scams?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware there could be an overseas transfer charge (currently 25%) applied on transfer up to five tax years after transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Payment details	
Payment method: <input type="checkbox"/> BACS <input type="checkbox"/> Telegraphic transfer (£30 fee applies, deducted from transfer value)	
Bank/Building Society name and branch address	<input type="text"/>
Account name	<input type="text"/>
Account number or IBAN for non-UK	<input type="text"/>
Sort code or swift/international sort code for non-UK	<input type="text"/>
Reference number <i>for Building Society accounts</i>	<input type="text"/>

6. Lifetime Allowance Protection		
Do you have either:	Yes	No
a) transitional protection (either enhanced; primary; fixed or individual); or	<input type="checkbox"/>	<input type="checkbox"/>
b) an enhanced lifetime allowance (eg where a divorce credit applies)?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, kindly send us:		
1. a copy of the HMRC certificate if you have one, or		
2. a copy of your online confirmation, or		
3. your Protection Notification Number and Scheme Administrator Reference below:		
Protection Notification Number:	Scheme Administrator Reference:	
<input type="text"/>	<input type="text"/>	

7. Other retirement savings (not applicable for Managed Pension policies - go to section 9)	
Is the value of your total retirement savings more than £500,000?	
<input type="checkbox"/> Yes - go to section 8	<input type="checkbox"/> No - go to section 9
Don't include: <ul style="list-style-type: none"> any spouse or dependant's benefits you are receiving any state pension benefits due or in payment any retirement savings you are not taking, or transferring overseas, until a later date 	To calculate the value include: <ul style="list-style-type: none"> retirement savings from this policy any retirement savings already taken as a lump sum (excluding trivial and small funds) any other retirement savings you are taking at the same time as this policy; if these are from a final salary scheme, the value is the annual amount of any pension before the deduction of tax, multiplied by 25 the annual amount of any pensions in payment, before the deduction of tax, multiplied by 25 any pensions being transferred overseas at the same time as this policy

8. Details of other retirement savings - only if you have answered Yes to question 7			
A. Pension policies in payment before 6 April 2006			
Detail your Provider(s)	Pension or drawdown?	Enter your current annual amount of pension or, for income drawdown, enter the current maximum income allowed	
B. Pension policies in payment from or after 6 April 2006			
Detail your Provider(s)	Pension or drawdown?	Enter the % of Lifetime Allowance used	Enter date taken or put into payment
C. Lump sum payments received since 6 April 2006			
Detail the Provider(s)	What Type of lump sum? Stand Alone (100% tax free cash), Flexible or Serious Ill Health	Enter the % of Lifetime Allowance used	Enter date taken
D. Money Purchase policies being taken or transferred at the same time as your Utmost Life and Pensions savings			
Detail your Provider(s)	Policy type(s)	Enter the current fund value	
E. Final Salary benefits being taken or transferred at the same time as your Utmost Life and Pensions Savings			
Detail your Provider(s)	Policy type(s)	Enter the current annual pension payable, before the deduction of tax, plus tax free cash if payable in addition	
F. Any retirement savings transferred to a QROPS since 6 April 2006			
Detail your Provider(s)	Policy type(s)	Enter the % of Lifetime Allowance used	
<i>All values must be given in UK sterling</i>			

9. Declaration by policyholder/trustees

I/We declare that:

1. To the best of my/our knowledge and belief all the statements made in connection with this form are true and complete.
2. I/We elect for the payment of the funds under the Policy (“the Policy”) in accordance with the following statements.
3. The instructions given in this form shall be irrevocable.
4. I/We agree that full payment of the transfer value available under the Policy in accordance with its terms by you shall constitute a discharge of your obligation to make payments under the Policy.
5. For the avoidance of doubt, this release shall not act so as to prohibit me/us from bringing any claim for any act or omission by you.
6. I/We also understand that if any further tax becomes payable because the information I/we have provided above proves to be incorrect then I/we understand that I/ we will be wholly and personally liable for the tax charge due and any resultant penalty as may be imposed by HM Revenue & Customs.
7. I/We agree to indemnify and hold harmless Utmost Life and Pensions against all demands, losses, liabilities, damages, costs and expenses (including legal fees) which may arise from Utmost Life and Pensions acting on my payment instructions, including any claim from a third party in relation to the payment.
8. I/We consent to Utmost Life and Pensions providing information to HM Revenue and Customs to allow them to comply with their obligations. I/We also consent to Utmost Life and Pensions providing information to any other pension providers I/we may have, as is required by annual allowance reporting requirements.
9. I understand if my circumstances change within the next five years an overseas transfer charge may be applied.

Signed by policyholder:

Print name: _____

Signature: _____ Date _____

Additional declaration for trustees/scheme administrators where applicable:

I/We confirm we have checked the receiving scheme meets the requirements of a QROPS.

Signed for and on behalf of the trustees:

Print name: _____ Position _____

Signature: _____ Date _____

10. Section to be completed by the QROPS

Please send us a copy of literature relating to the scheme. For example scheme rules, product particulars or key features documents.

Information enclosed

Information to follow

Declaration

For all policies:

- I/We confirm that the receiving scheme is capable of accepting the transfer and the transfer will be accepted into the scheme.

And where an Income Drawdown policy is being transferred into the scheme:

- the benefits provided by the scheme will be on a like for like basis to those provided under the transferring scheme.
- no other lump sums or assets are held under the receiving scheme.
- no further lump sum will be paid from the value received.
- the receiving scheme undertakes to continue to apply the same review year, review cycle and maxima (including future income reviews) as would have been applied by the transferring scheme and we understand that the member may be liable to an unauthorised payment charge if any of these conditions are not met whilst the member is regarded as a UK resident and for 5 tax years after the end of the tax year in which the member ceases to be regarded as a UK resident.
- I understand if the member's circumstances change within the next five years, an overseas transfer charge may be applied.

Note:

It is the responsibility of the receiving scheme to ensure their appropriate tax authorities will allow a transfer from a UK Pension Scheme into their scheme. Utmost Life and Pensions will not take any responsibility for ensuring that the scheme is capable of receiving the transfer.

Permission is hereby given to HM Revenue & Customs to confirm to Utmost Life and Pensions the current Qualifying Recognised Overseas Pension Scheme status of the receiving scheme.

Print name: _____

Signature: _____

Date: _____

Position: _____

Company: _____

Scheme manager's name: _____
(Individual or Organisation)

Scheme manager's email address: _____

Scheme manager's phone number: _____

Please return the original hard copy of this form. Copies cannot be accepted.

REST ASSURED

Calls may be recorded for training or monitoring purposes.

Contact us at: Walton Street, Aylesbury, Bucks, HP21 7QW Tel : 0330 159 1530 Fax : 0845 835 5765 : www.utmost.co.uk
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