

## **Sippchoice Bespoke SIPP**

### **Transfer-In Request Notes (from 17 October 2011)**

*Please follow the procedure set out below if you would like to arrange a transfer from another pension scheme to the Sippchoice Bespoke SIPP. If you have not already done so, you will also need to complete an Application Form to join the Sippchoice Bespoke SIPP.*

#### If you wish to make a cash transfer payment, i.e. a transfer that is wholly in cash

Please contact the transferring scheme and explain that you wish to arrange a transfer from their scheme to the Sippchoice Bespoke SIPP.

- (a) They will usually then send you a form of discharge that they require to be completed by both you and the receiving scheme.
- (b) On receipt of the discharge form, please complete this as much as possible and then send it to us together with a completed Transfer-In Request Form (see overleaf). We will then complete the discharge form return it to the transferring scheme. We will not take any further action and it will be your/your adviser's responsibility to chase the transferring scheme for the transfer payment and for the information that we require.
- (c) We will notify you/your adviser when the transfer payment has been received. However, please note that it will not be possible for the transfer payment to be processed until we have also received the information we require from the transferring scheme.
- (d) If you would like the transfer payment to be invested once it has been processed then please also complete a separate Investment Request and send it to us.

#### If you wish to make an in-specie transfer, i.e. a transfer that is not wholly in cash and includes investments

Please contact the transferring scheme, explain that you wish to arrange an in-specie transfer from their scheme to the Sippchoice Bespoke SIPP and request their transfer-out documentation plus a detailed list and valuation of all the assets held for you in their scheme.

- (a) They will usually then send you a form of discharge that they require to be completed by both you and the receiving scheme.
- (b) On receipt of the discharge form, please complete this as much as possible and then send it to us together with:
  - a detailed list and valuation of all the assets to be transferred;
  - a completed Investment Request where we need to open a new investment account to hold the transferring assets together with details of the assets to be transferred to that account and
  - a completed Transfer Request form (see overleaf).
- (c) We will then liaise with the transferring scheme to arrange the transfer.
- (d) We will keep you updated on the progress of the transfer and we will notify you/your adviser when the transfer has been completed (at which time we will deduct our fee for the transfer). Please note that in-specie transfers can take a long time to complete.

**Sippchoice Bespoke Sipp**

**Transfer-In Request Form**

*If you would like to make a transfer from another pension scheme to the Sippchoice Bespoke SIPP then please complete all sections of this form and return it together with the transfer documentation from the other pension scheme to us at: Sippchoice Limited, The Podium, 1 Eversholt Street, London NW1 2DN.*

**SECTION A – TRANSFER DETAILS**

1.	Name of the transferring scheme	
2.	Address of the transferring scheme	
3.	Contact name at transferring scheme	
4.	Reference or policy number of transferring scheme	
5.	Amount of transfer value	
6.	Type of benefits under the transferring scheme	Defined benefit/Defined contribution <i>delete as appropriate</i>
7.	Are you in drawdown under the transferring scheme?	Yes/No If 'Yes', go to Section B. If 'No', go to 8.
8.	Will you commence drawdown immediately after the transfer?	Yes/No

**SECTION B - REQUEST TO SIPPCHOICE LIMITED**

*Please tick (a) or (b) below as appropriate*

(a)	Please proceed with a cash transfer value from the transferring scheme shown above to the Sippchoice Bespoke SIPP.	.....
(b)	Please proceed with an in-specie transfer of assets from the transferring scheme shown above to the Sippchoice Bespoke SIPP. I attach a list of all the assets held for my benefit in the transferring scheme and, unless explicitly notified to you to the contrary, all of these assets are to be transferred to the Sippchoice Bespoke SIPP.	.....

**SECTION C - REQUEST TO THE TRANSFERRING SCHEME**

Please liaise with, and take instructions from, Sippchoice Limited as necessary in order to arrange an in-specie transfer of assets from your scheme to the Sippchoice Bespoke SIPP.
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**SECTION D - ADVICE DECLARATION**

Please tick (a) or (b) below as appropriate

<b>(a)</b>	I have not taken any advice in respect of the transfer value and take full responsibility for all aspects of the transfer. In particular, I understand that the benefits that I will receive from the transfer value may be less valuable than the benefits to which I would otherwise be entitled under the transferring scheme.	.....
<b>(b)</b>	I have received advice in respect of the transfer value from the financial adviser whose details are set out in Section F below.	.....

**SECTION E - MEMBER'S SIGNATURE**

I confirm that, to the best of my knowledge and belief, all the information and declarations in this form are complete and correct.
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Member's signature	
Member's name (in capitals)	
Date	

**SECTION F - FINANCIAL ADVISER'S CONFIRMATION**

*This section should be completed only if a financial adviser has recommended the proposed transfer*

I confirm that I have advised the member to make the proposed transfer.
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Financial adviser's signature	
Financial adviser's name (in capitals)	
Financial adviser's FSA reference number	
Date	

*The Sippchoice Bespoke SIPP has been registered with HM Revenue & Customs under the Pension Scheme Tax Reference 00738995RG. Sippchoice Limited is the Provider and Scheme Administrator of the Sippchoice Bespoke SIPP and it is authorised and regulated by the Financial Services Authority under reference number 496250. Sippchoice Trustees Limited is the Trustee of the Sippchoice Bespoke SIPP.*