
Sippchoice Bespoke SIPP

Transfer-in Request (from 27 April 2018)

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 Dentons Pension Management Limited (“Dentons”, “we” or “us”) together with a completed Transfer-In Request Form (see overleaf). We will then complete the discharge form and 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 Form 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 Form 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 In 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 (from 27 April 2018)

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: Dentons Pension Management Limited, , Sutton House, Weyside Park, Catteshall Lane, Godalming GU7 1XE

Section A - Transfer Details

(a) Name of the transferring scheme	
(b) Address of the transferring scheme	
(c) Contact name at transferring scheme	
(d) Reference or policy number of transferring scheme	
(e) Amount of transfer value	
(f) Type of benefits under the transferring scheme	Defined benefit Defined contribution with no guaranteed annuity rate Defined contribution with a guaranteed annuity rate <i>Delete as appropriate</i>
(g) Please explain the reason(s) for making the transfer	
(h) Are you in drawdown under the transferring scheme?	Yes / No If 'Yes', go to Section B If 'No', go to (i)
(i) Will you commence drawdown immediately after the transfer?	Yes / No

Section B - Request to Dentons Pension Management 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.	

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Section C - Request to the Transferring Scheme

Please liaise with, and take instructions from, Dentons Pension Management Limited (“Dentons”) as necessary in order to arrange a cash transfer, or an in-specie transfer of assets, as per Section B, from your scheme to the Sippchoice Bespoke SIPP.

Section D - Advice Declaration

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

(a) I have received advice in respect of the transfer value from a financial adviser and the financial adviser, whose details are set out in Section F below, **recommended** the transfer.

(b) I have received advice in respect of the transfer value from a financial adviser and the financial adviser, whose details are set out below, **did not recommend** the transfer:

Adviser name:

Adviser’s FCA reference number:

Adviser firm name:

(c) I have not taken any advice in respect 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.

Section E - Member’s Declaration

(a) I authorise and instruct the providers of the scheme listed above (ceding provider) to transfer funds from the plan as listed directly to Dentons. Where the ceding provider has asked me to give them any original policy documents in return for the transfer of fund, and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the ceding scheme.

(b) I authorise the ceding provider to release all necessary information to Dentons to enable the transfer of funds to Dentons

(c) I authorise the ceding provider to obtain and release to the financial adviser named above (if applicable) any additional information that may be required to enable the transfer of funds

(d) If an employer is paying contributions to the plan above, I authorise the ceding provider to release to that employer any relevant information in connection with the transfer of funds from the plan.

(e) Where the payment made to Dentons represent all or part of the funds under the plan listed above, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan represented by the payment(s).

(f) I promise to accept responsibility in respect of any claims, losses and expenses that Dentons and the ceding provider may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

(g) If I have taken benefits from any pension arrangement, with the ceding or any other provider in a way which means I am subject to the Money Purchase Annual Allowance (MPAA), I have supplied the MPAA first applied to me above.

Member’s signature:

Member’s name (in capitals):

Date:

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Section F - Financial Adviser's Confirmation

This section should be completed only if a financial adviser has recommended the transfer, i.e. if you have ticked box D(a) above

I confirm that: (a) I have advised the member to make the proposed transfer; and (b) my advice has been provided on the basis of advice provided by a pension transfer specialist <i>(note: this does not apply if the transfer is from a defined contribution scheme with no guaranteed annuity rate).</i>	
Financial adviser's signature:	
Financial adviser's name (in capitals):	
Financial adviser's FCA reference number:	
Date:	

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The Sippchoice Bespoke SIPP has been registered with HM Revenue & Customs under the Pension Scheme Tax Reference 00738995RG. Dentons Pension Management Limited is the Provider and Scheme Administrator of the Sippchoice Bespoke SIPP and it is authorised and regulated by the Financial Conduct Authority under reference number 461094. Sippchoice Trustees Limited is the Trustee of the Sippchoice Bespoke SIPP.

Dentons Pension Management Limited Sutton House Weyside Park Catteshall Lane Godalming GU7 1XE
tel: 01483 521 521 **fax:** 01483 521 515 **email:** info@dentonspensions.co.uk **web:** www.sippchoice.co.uk

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