

# Transfer Out Form

**Section A** - To be completed by the member

**Section B** - To be completed by the Receiving Scheme

The Minerva Self Invested Personal Pension Scheme for the purpose of Part 4 of the Finance Act 2004 under Pension Scheme Tax Reference (PSTR) 00605996RN.

**Section A** - To be completed by the member

## Your Details

Title	Forename(s)		
Surname			
Member Number			
Address			
			Postcode
Date of birth	NI Number		

## Details of Receiving Scheme

Scheme Name	Scheme Type		
PSTR Number	ASCON Number		
Name of Scheme Administrator			
Address of Scheme Administrator			
			Postcode
Policy Number			

## Portion to be transferred

Do you require the full fund to be transferred?

Yes  No

If 'no' what portion is to be transferred?

<input type="text"/>	%	or	£	<input type="text"/>
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## Important Notice

If you wish to transfer only part of your fund it is your responsibility to ensure that there are sufficient cash assets (if it is to be a cash transfer), or to specify the assets to be transferred (for an 'in specie' transfer).

A transfer may invalidate an Enhanced Protection for which you have registered, or plan to register in the future.

## In-Specie Transfer Details (if applicable)

If an in-specie transfer is required, InvestAcc Pension Administration Limited will proceed with the transfer of the investments and will ensure that all stock have been transferred before making any cash payments to the new scheme. The cash and transfer details will follow from InvestAcc Pension Administration Limited as soon as we have received confirmation from all the investment houses that the re-registration of all assets is complete.

**Are any of the following investments to be transferred in-specie (if applicable)?**

### Trustee Investment Plans/Second Hand Endowment Policies

Yes  No

*(Please provide details of other Trustees in writing)*

First Name of Trustee	
Scheme Address	
	Postcode

### Unit Trusts/OEICs/Investment Trusts/Government Stock

Yes  No

Registration Name	
Scheme Address	
	Postcode

### Investment Manager Accounts

Yes  No

Manager Name	
Telephone Number	Fax Number
Address	
	Postcode

## Commercial Property

If you have a commercial property, please provide details of the solicitor you or the receiving scheme wish to use to process the transfer.

Contact Name	
Telephone Number	Fax Number
Address	
	Postcode

Please confirm the initial contact for the property transfer:

- IFA     You     Solicitor

## Reason for transfer

Please tick all that apply:

- |  |   |  |
|--|---|--|
| <input type="radio"/> Annual Charge          | <input type="radio"/> Administration Issues   | <input type="radio"/> Financial Adviser's Advice |
| <input type="radio"/> Income Drawdown Charge | <input type="radio"/> Property Purchase       | <input type="radio"/> Consolidating Pensions     |
| <input type="radio"/> Property Charges       | <input type="radio"/> SIPP no longer required | <input type="radio"/> Open Market Option         |
| <input type="radio"/> Other Charges          | <input type="radio"/> Investment flexibility  | <input type="radio"/> Other                      |

If Other, please state
Please detail any specific issues with the reasons ticked

## Member Declaration

I confirm that I wish to transfer my Minerva SIPP to the Registered Pension Scheme shown above. I authorise InvestAcc Pension Administration Limited to provide the scheme administrators named above with any information that they require in respect of this transfer.

I understand that I will receive no advice from InvestAcc Pension Administration Limited relating to this transfer either now or in the future.

It is an offence to make false statements and that the penalties are severe and could lead to prosecution.

I can confirm that the information provided above is, to the best of my knowledge, true and complete.

I can confirm that the payment made and/or assets transferred (as appropriate) shall constitute a full and final discharge in respect of my Minerva SIPP (as specified above), and that I shall have no further claim against InvestAcc Pension Administration Limited.

Signed	Date
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## Section B - To be completed by the Receiving Scheme

### Receiving Scheme Details

Full Scheme Name	
Company Name	
Address	
	Postcode
Telephone Number	Contact Name

### Scheme Type

Please tick as appropriate:

- SIPP/SSAS – Nature of transfer 100% cash/wholly or partly in.
- 100% Insured – Transfer cheque may only be payable to the scheme administrator or the insurance company involved.
- Retirement Annuity – It is not possible for a scheme formally approved as a retirement annuity contract under Chapter 3 Part 14 Income and Corporation Taxes Act 1988 to accept a transfer from Minerva SIPP.
- Deferred Annuity/Section 32 Buy Out – For this option, by signing the declaration you are also confirming that you are an insurance company authorised to carry out long term business in the UK.
- Qualifying Recognised Overseas Pension Scheme (QROPS).
- Other

If Other, please specify the nature of your scheme

### Scheme Registration

We confirm that the above scheme is registered under Part 4 of the Finance Act 2004 and is able to accept transfers of crystallised or uncrystallised funds or is a Qualifying Recognised Overseas Pension Scheme (QROPS) as defined by HMRC under Chapter 4 of the Finance Act 2004. **Please provide us with a copy of your HMRC approval letter confirming the recognised status of the scheme.**

PSTR Number	QROPS Number
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Please provide bank account details for BACS payment or alternatively cheque made payable to details:

Name and Branch of Bank	
Account Name	Sort Code
Account Number	Reference
Cheque to	

## Declaration

We declare that the above information is true and complete and that we are willing and able to accept this transfer.

We confirm that the funds transferred will be applied to provide benefits consistent with the legislation covering Registered Pension Schemes. We give permission for HMRC to provide the scheme administrator of the Minerva SIPP with the information relating to the status and registration of our scheme.

Signature (for and on behalf of the scheme administrator)		Date
Name	Position	

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## InvestAcc Pension Administration Limited

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f: 01228 535 988  
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The Minerva SIPP is offered without pensions advice. A SIPP may not be suitable for all investors. If in doubt you should consult an independent financial adviser.

InvestAcc Pension Administration Limited is the Operator and Scheme Administrator and is responsible for the maintenance and running of the scheme.

InvestAcc Pension Trustees Limited is the Scheme Trustee.

The levels of and bases of taxation can change. The value to an investor of any tax benefits will depend on that investor's tax position. Investors should consult their own tax advisers in order to understand any applicable tax consequence.

InvestAcc Pension Administration Limited is authorised and regulated by the Financial Services Authority.

InvestAcc Pension Administration Limited is registered in England and Wales, Company number 7118349.

InvestAcc Pension Trustees Limited is registered in England and Wales, Company number 2875892.