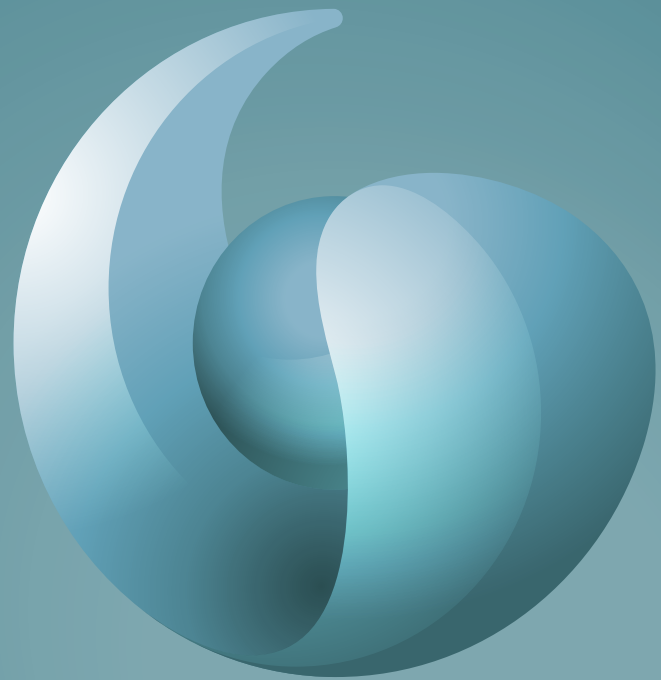


# Pension Transfer Request Form

## Qualifying Recognised Overseas Pension Scheme



This form is to be used:

- If your pension is held in The SSAS, The WMPP SSAS scheme AND
- If you wish to request a transfer to a Qualifying Recognised Overseas Pension Scheme (QROPS)

**This Pension Transfer Document should be completed by the Member and the receiving Qualifying Recognised Overseas Pension Scheme (QROPS).**

**Please do not fill this out if the receiving Scheme is a UK Registered Pension Scheme.**

 [www.ipensionsgroup.com](http://www.ipensionsgroup.com)  [ssas@ipensionsgroup.com](mailto:ssas@ipensionsgroup.com)

## INTRODUCTION

iPensions Group Limited is the Provider and Scheme Administrator and iPensions Group WMPP SSAS Trustees Limited is the Scheme Trustee. A few parts of the service are outsourced. iPensions Group is authorised and regulated by the Financial Conduct Authority, Licence Number 464521.

This is your request to transfer. iPensions Group will not allow transfers to schemes where there are concerns about its regulatory status. Further, iPensions Group will review all transfer out requests, and, where appropriate, exercise discretion to insist on the form of the transfer (cash). This may be for a variety of reasons, including the investment type held under your SSAS and its ongoing investment charges.

In order to proceed with your Pension Transfer request, we require the following:

- Section 1 of this form must be completed by you, the Member.
- Section 2 of this form must be completed by the Receiving Scheme.
- The His Majesty's Revenue and Customs (HMRC) APSS263 form completed by you, the Member
- Copies of promotional documentation provided to you when you became a Member of the Receiving Scheme.
- A copy of His Majesty's Revenue and Customs (HMRC) Letter acknowledging the Receiving Scheme's QROPS status declaration.
- A copy of the Scheme Trust Deed and Rules, Tax Authority and Scheme Regulator approval confirmation from the receiving scheme.

Please ensure all sections are fully completed. Failure to provide all relevant information and supporting documentation could result in a delay in the transfer being processed.

## SECTION 1: MEMBER TRANSFER OUT AUTHORITY FORM

To be completed by the Member

### 01. Member Details

Full Name	Member Scheme ID
Scheme Name	
Date of Birth	UK National Insurance Number
Residential Address	If residential address is non-UK, last principal UK residential address
Date Member Left UK (if applicable)	

Please select the scheme membership:

WMPP SSAS	<input type="checkbox"/>
The iPG SSAS	<input type="checkbox"/>

## 02. Tax Residency

Current Country of Tax Residence

Current Tax Reference Number

Please attach a copy of your Tax Residence Certificate or a valid utility bill (less than 3 months old) showing proof of your current tax residence address.

Should your tax residency change within the next five consecutive complete UK tax years ("relevant period"), please note you are legally required to advise iPensions Group immediately and in any event no later than 60 days of this change occurring.

## 03. Transfer Details

I request the transfer of my benefits held within The Scheme to the following Qualifying Recognised Overseas Pension Scheme (QROPS):

Full Scheme Name

Pension Scheme Provider

Address of QROPS

Country in which QROPS is established and regulated

Contact Number

Email Address

Pension Reference / Plan Number

HMRC QROPS Number

Please confirm the reason for the transfer:

Please confirm how the underlying investment is to be transferred

Cash transfer

In-specie transfer

Have you taken regulated financial advice prior to making this transfer?

Yes

No

If Yes:

Company Name

Adviser Name

Company Address

Regulator

License Number

Country of Registration

### 03. Required Documentation to be Enclosed

You must enclose the following information:

Key Features Illustration from the proposed scheme.

Key Features document from the proposed scheme

Trust Deed and Rules of the receiving scheme

If you are transferring to an occupational pension scheme (OPS) please provide one of the following documents:

A letter from your employer confirming your continuous employment

**Note:** The letter should include: the date when your employment began, confirmation they are the sponsoring employer of the receiving scheme, and confirmation that contributions on the schedule of contributions have been paid and the dates of those payments.

A schedule of contributions or payment schedule.

**Note:** This should show the contributions due to be paid by the employer and by you (or on behalf of you) in the next three months, along with the due dates.

Payslips for three months, or other evidence in writing, confirming your salary.

**Note:** The evidence should include any commission, bonuses or other amounts paid.

Copies of bank or building society statements showing the deposit of salary from the employer for the last three months.

\*EEA includes Gibraltar, Liechtenstein, Norway and Iceland in this context.

## 04. Overseas Transfer Charge

When you transfer to a QROPS, the transfer may attract the Overseas Transfer Charge (OTC), which is a 25% tax charge imposed on the value of the transfer.

In order to determine if the OTC is applicable, please confirm if one or more of the following conditions applies:

1. You are tax resident in the same country or territory in which the receiving QROPS is established.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. You are tax resident in the EEA and the QROPS is established in the EEA*.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. The QROPS is set up by an international organisation of which you are an employee.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. The QROPS is an overseas public service pension scheme and you are an employee of a public service employer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. The QROPS is an occupational pension scheme and you are the employee of a sponsoring employer under the Scheme.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered no to all five of these questions, then your transfer will attract a tax charge of 25% of the Transfer Value, which will be deducted from your SSAS prior to any transfer and payable by the Scheme administrator to HMRC.

Where the transfer is not subject to the OTC at the point of transfer, but if within the relevant period, you become resident in another country and do not meet condition 1 or 2 above or subsequently transfer to a QROPS and none of the above 5 conditions above are met, you will be liable for the OTC on any ring fenced transfer funds held in the QROPS at that point.

## 05. Lump Sum Allowance Declaration

When you transfer your SSAS benefits to a QROPS this is a Benefit Crystallisation Event (BCE), and you are required to tell us whether or not your pension savings are within your available Lump Sum Allowance (LSA). This is called Self-Certification and applies to everyone.

Have you crystallised benefits from a UK registered pension scheme or transferred benefits to a QROPS since 5 April 2006?	<input type="checkbox"/> Yes (please complete 5.1 and 5.2)	<input type="checkbox"/> No (go to 6)
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### 5.1. Pre-5 April 2006 Benefits

Before 5 April 2006, were you taking any benefits, including income withdrawal or a pension annuity, from any UK approved pension scheme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (go to 5.2)
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If **Yes**, please provide details in the table below:

Name of Pension Scheme / Annuity Provider	Scheme Administrator contact details	Current annuity or maximum capped drawdown
Name of Pension Scheme / Annuity Provider	Scheme Administrator contact details	Current annuity or maximum capped drawdown
Name of Pension Scheme / Annuity Provider	Scheme Administrator contact details	Current annuity or maximum capped drawdown

## 05. Lump Sum Allowance Declaration (continued)

### 5.2. Pre-5 April 2006 Benefits

Please answer questions in Part 1 and Part 2 below.

#### Part 1

I will be crystallising benefits from another scheme at the same time as my SSAS transfer.  Yes  No

If Yes, I am crystallising benefits firstly from The scheme and I have confirmed this with the other scheme(s).  Yes  No

Otherwise, please include % LSA you will crystallise in section B below if known or notify us of this Scheme Administrator's contact details.

#### Part 2

I have crystallised benefits from a UK registered pension scheme or transferred benefits to a QROPS since 5 April 2006.  Yes  No

If **Yes**, please complete Sections A and B. Under HMRC rules, the Scheme Administrator must provide you with this information at the time you took your benefits.

#### Section A

I have taken retirement benefits from a UK registered scheme that came into payment after 5 April 2006.  Yes  No (go to section B)

Name of Pension Scheme

Date of Benefit Crystallisation Event

% LSA used

Name of Pension Scheme

Date of Benefit Crystallisation Event

% LSA used

Name of Pension Scheme

Date of Benefit Crystallisation Event

% LSA used

If you, at the time of your first BCE (detailed above), were already taking benefits from pension schemes that had come into payment before 6 April 2006, how much of your Lump Sum Allowance did the Scheme Administrator calculate had been utilised by such benefits?

%

#### Section B

I have transferred benefits to a Qualifying Recognised Overseas Pension Scheme (QROPS) after 5 April 2006.  Yes  No

Date of Benefit Crystallisation Event

% of LSA used

Date of Benefit Crystallisation Event

% of LSA used

Date of Benefit Crystallisation Event

% of LSA used

If more, please complete on a separate sheet.

## 06. Protection

Do you have protection from the Lump Sum Allowance?

Yes

No (go to 8)

If Yes, please provide a copy of your HMRC certificate to support your declaration. We will not be able to allow for the available protection without your certificate.

If you have enhanced or primary protection with lump sum rights over £375,000 on 5 April 2006 and have taken benefits since that date, please provide details below.

Name of Pension Scheme	Date of Benefit Crystallisation Event	Amount of PCLS paid
Name of Pension Scheme	Date of Benefit Crystallisation Event	Amount of PCLS paid
Name of Pension Scheme	Date of Benefit Crystallisation Event	Amount of PCLS paid

## 07. Lump Sum Allowance Excess

If transfer of your benefits from The scheme means that you will have exceeded the Lump Sum Allowance, the excess will be subject to a tax charge under current regulations of 25%.

## 08. Member Declarations

I request the transfer of my benefits held within The Scheme to the Receiving Scheme detailed in Section 3. I understand that the amount of the transfer payment will depend on the valuation of the assets at the date the assets are encashed or assigned (in the case of an in-specie transfer) and is made subject to any fees or tax applicable. The amount of the transfer payment may be higher or lower than the valuation of my benefits held within The Scheme.

I authorise the release of any details or information:

- i. about my pension benefits to the Receiving Scheme, as they may request from you; and
- ii. by the Receiving Scheme to you, as you may request to process my transfer.

I understand that neither the Trustees, Scheme Administrators nor Provider of The Scheme is responsible for any quotation or literature issued or representation made on behalf of the Receiving Scheme(s).

I acknowledge that in complying with my requirement to pay the transfer value as requested the Trustees and Scheme Administrators are discharged from any obligation to provide me, my spouse or dependants with any further entitlement under The Scheme.

I understand that it is my responsibility to confirm with the QROPS Scheme Manager that the Receiving Scheme meets the requirements to be a QROPS and acknowledge the importance of taking independent, professional advice before proceeding with the transfer to help me meet this responsibility.

I understand that Scheme Administrators are obliged to report this transfer to His Majesty's Revenue and Customs (HMRC). Should the transfer be deemed to be unauthorised by HMRC or if the Receiving Scheme is later found to not have met these requirements then:

- A transfer of funds might not be a recognised transfer and may be treated as an unauthorised payment giving rise to a liability to pay tax in the UK.
- A further payment made or deemed to be made may be treated as an unauthorised payment giving rise to a liability to pay tax in the UK.

## 08. Member Declarations (continued)

I understand and agree that I will be wholly and personally liable for any tax charges due and any resultant penalty as may be imposed by HMRC because of an unauthorised payment due to information in this form being incorrect or incomplete. I understand that none of the Trustees, Scheme Administrator nor Providers are liable for any claim in the event of further tax becoming payable as a result of this transfer.

I understand that the benefits provided by the Receiving Scheme may be in a different form and of a different amount to those which would have been payable under The Scheme

Access to funds is normally only permitted for those over age 55 (except on grounds of permanent ill health) who follow a formal retirement process set out by the Trustees or Employer of the Receiving Scheme and within the applicable legislation. I understand that any such payment before age 55 would constitute an unauthorised payment for tax purposes and as a result would be subject to a tax deduction and may also be subject to additional tax penalties.

I confirm that my current tax residency is as declared in this form.

I understand that should my tax residency change, it is my sole responsibility and a legal requirement to advise iPensions Group immediately and in any event no later than 60 days of any change to my country of tax residence occurring.

I understand that in certain circumstances a transfer of my SSAS funds and/or assets could give rise to a liability to pay an OTC in the UK. I understand that I am jointly and severally liable to the OTC should this charge arise, along with the scheme administrator. Furthermore I understand where the OTC is payable at the point of transfer, the charge will be deducted from my SSAS fund prior to any transfer being paid by the Scheme Administrator and paid to the HMRC, unless otherwise agreed with the Scheme Administrator. In this instance, I understand I will be jointly and severally liable to the charge with the Scheme Manager of the QROPS at the time of the event triggering the OTC.

I understand where the transfer is subject to the OTC and where I subsequently satisfy one of the conditions within the relevant period, a repayment of the OTC may be claimed, subject to my notifying the Scheme Administrator(s) before the cut-off date, which is one year after the end of the relevant period for the transfer concerned.

I therefore hereby irrevocably and unconditionally agree to fully and effectually indemnify and keep indemnified iPensions Group from and against any tax liability, charge or interest of whatever nature (including all associated costs) that may be incurred by iPensions Group as a result of any false or incorrect declaration I have made, or failure to notify them of any change in my tax residency within the required timeline, which ultimately results in a liability being imposed.

I acknowledge that I have read the additional information at the end of this document, including the recommendation from iPensions Group to review the 'pension scam' information available to individuals from the Pensions Regulator or Pensions Advisory Service before I sign these transfer discharge forms. If I have any concerns regarding this transfer, I understand that I should raise these concerns with iPensions Group or seek regulated financial advice before signing this discharge form.

Member Signature

Date

If you answered No to all of the questions on Page 3 specifically related to the information provided to you by the receiving Scheme, please forward this transfer request form to the Receiving Pension Scheme to complete Section 2, who will then return the fully completed form to us at the address below.

If you have answered Yes to any of the questions on Page 3 specifically related to the information provided to you by the receiving Scheme, then please return your part of the form directly to us at the following address, and forward Section 2 below to the receiving Scheme:

### **iPensions Group**

2nd Floor, Marshall House, 2 Park Avenue, Sale, M33 6HE.



## SECTION 2: OVERSEAS TRANSFER SCHEME DECLARATION

### To be completed by the receiving scheme

Member Name	Member Number
Date of Birth	UK National Insurance Number

### Overseas Receiving Scheme Information

Full Name of Receiving QROPS	
Scheme Trustee Name	QROPS Scheme Manager ID
Scheme Administrator Correspondence Address	Contact Number
	Email Address
Copy of HMRC letter acknowledging the Scheme QROPS status declaration <input type="checkbox"/> Yes <input type="checkbox"/> No	
Country or territory where the Scheme is established and regulated	QROPS Reference Number
Date Scheme Established	Date the above Member joined the Scheme
Type of Scheme	

If the Scheme is an occupational pension scheme or a scheme relating to an employment, please confirm:

Name of Employer	Date Member commenced employment with Employer
If a Self Administered Scheme, is the Member a Trustee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Copy of Trust Deed attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total AUM of the firm	How many schemes do they administer?

Please confirm where funds will be invested:

Investment Platform	Asset Name	Asset Class
Investment Platform	Asset Name	Asset Class
Investment Platform	Asset Name	Asset Class
Investment Platform	Asset Name	Asset Class

## Transfer Payment Details

Bank Name		Bank Address	
Account Name			
Account Number		IBAN Number	
SWIFT Code	BIC Code	Sort Code	Building Society reference or roll number

## Receiving Scheme Declaration

The above member has authorised us to accept the transferring benefits from The Scheme pursuant to the applicable relevant legislation.

We warrant and undertake to the Trustees of the iPensions Group Scheme that all relevant requirements of the relevant legislation have been satisfied and in particular that:

- The Receiving Scheme satisfies all requirements to be a Recognised Overseas Pension Scheme under applicable UK Laws and to be a Qualifying Recognised Overseas Pension Scheme (QROPS) in accordance with Her Majesty's Revenue and Customs (HMRC) requirements and all other applicable UK Statutes, Statutory Instruments, Regulations and rules and orders having the force of law and will continue to do so from the date of this declaration and the date of the transfer.
- The Receiving Scheme is not aware of any as yet undisclosed reason that would cause HMRC to exclude the Scheme from being a QROPS and in the event this occurs between the date of this declaration and the date of transfer, it will notify the Administrators of The Scheme immediately.
- The Scheme Manager will comply with HMRC's rules for re-notification of ROPS status at least every five years, which takes effect from 6 April 2016.
- The Receiving Scheme is willing and able to accept payment of the transfer value in respect of this Member's rights under The Scheme and the terms of the Receiving Scheme's governing documentation allows such transfers to be accepted.
- We consent to the Scheme Administrator of The Scheme contacting HMRC directly to obtain any additional information necessary to ascertain that this Scheme is a QROPS.
- Where a pension sharing or other court order exists at the date of transfer and details have been provided by the Administrators of The Scheme, we undertake to take any such order into account under the Receiving Scheme.
- The information given in this questionnaire is complete and correct.

Signature of authorised representative	Date Signed
Printed Name and Position	Email Address / Telephone Number

Please return this completed Transfer Request Form including a copy of the HMRC letter confirming the QROPS status of this Scheme to the Scheme Administrators at the following address:

**iPensions Group Limited**  
2nd Floor, Marshall House,  
2 Park Avenue,  
Sale,  
M33 6HE.

## Additional Information

### Transfer to QROPS

We are only able to proceed with a transfer to an overseas scheme if the scheme is a QROPS. Otherwise, a pension transfer to an overseas scheme will give rise to an unauthorised payment charge.

A transfer to a QROPS may affect the range of drawdown options available to you at retirement and beneficiaries and your benefits may also be subject to different tax provisions. If you are in any doubt about the transfer or the range of benefit and the taxation treatment, we recommend that advice is sought from a suitably qualified adviser, on transferring your benefits from the UK and the consequent tax implications.

### Pension Scams

The Financial Conduct Authority, The Pensions Regulator and MoneyHelper have published material for individuals to alert them to the dangers of "Pensions Scams".

Many of the offers seem very convincing, offering a free pension review, early pension release, a legal loophole, pension loans or offers of excellent returns.

However, once you've transferred your money into a scam, it is too late. You could end up losing all your pensions savings and in some cases face a tax bill of up to 55%.

Before you sign any transfer discharge forms, we strongly recommend you read the pension scam information available on the Financial Conduct Authority, the MoneyHelper and Pensions Regulator websites which can be accessed as follows:

- <https://www.fca.org.uk/scamsmart/how-avoid-pension-scams>
- <https://www.thepensionsregulator.gov.uk/en/pension-scams>
- <https://www.moneyhelper.org.uk/en/pensions-and-retirement/pension-wise>

If you have any queries or concerns in this regard, please let us know immediately.

# Annex I

## Overseas Transfer Charge (OTC)

The OTC was introduced in the Finance Act 2017 on certain transfers from a UK Registered Pension Scheme<sup>1</sup> to an Overseas Scheme. Transfers requested before the 9th March 2017, are not assessable to the OTC.

### EEA Tax Resident

Where a Member is EEA tax resident, the OTC will not apply on any transfer from this Scheme.

The transfer will be ring fenced within the Scheme.

Should the Member become non EEA tax resident at any time within five full consecutive UK tax years of the UK transfer ("relevant period"), the OTC will become payable and the Scheme Administrator must deduct 25% of the remaining QROPS ring fenced funds and remit the tax to HMRC.

At the end of the relevant period there is no further liability to OTC.

### Non EEA Tax Resident

Any transfer to this Scheme will be liable to a 25% OTC on the transfer value.

However, where the OTC was payable on the transfer and the Member subsequently became EEA tax resident (or transfers to another QROPS which satisfies the conditions as below), within the relevant period, the OTC can be reclaimed by notifying the UK Scheme administrator, before the cut-off date which is one year after the end of the relevant period for the transfer concerned.

### Onward Transfer to Another QROPS

Where a Member subsequently transfers any ring fenced funds to another QROPS during the relevant period to another QROPS, the transfer will be liable to a 25% OTC on the transfer value, unless one of the following five conditions are met:

1. The Member is resident in the same country / territory in which the receiving QROPS is established.
2. The Member is tax resident in the EEA and the receiving QROPS is established in the EEA<sup>2</sup>.
3. The QROPS is set up by an international organisation of which the Member is an employee.
4. The QROPS is an overseas public service pension scheme and the Member is an employee of a public service employer.
5. The QROPS is an occupational pension scheme and the Member is an employee of a sponsoring employer under the Scheme.

The transferred funds remain assessable within the receiving QROPS until the relevant period has elapsed.

<sup>1</sup> Or a transfer of UK tax relieved funds in a Non UK Scheme.

<sup>2</sup> EEA includes Gibraltar, Liechtenstein, Norway and Iceland in this context.