



WHITEHALL

whitehallgroup.co.uk

SSAS Transfer-In Instruction Form

1. Notes

1. **This form is your authority to transfer all or part of a benefit entitlement held in another pension arrangement into your SSAS administered by Whitehall.**
2. If you have any questions about the completion of this form, please contact us at enquiries@whitehallgroup.co.uk telephone 03302 232300.
3. Before deciding to transfer we recommend you take financial advice from an FCA-regulated financial adviser. They will charge for their services.
4. Your current pension provider may require you to have an appointment with the Government-backed Pension Wise service to help you make an informed decision before they will pay your transfer. If you would like us to make an appointment for you, please let us know.
5. Please return the completed form to us at our address below. Email copies are accepted by some firms but in many cases the original will be required.
6. We do not accept transfers from overseas pension schemes.
7. We do not accept transfers from Defined Benefit (also known as Final Salary) pension schemes without confirmation from an appropriate adviser that they have given advice on the transfer and their advice is to transfer.



**Pension
wise**
Your money. Your choice.

2. Member's Details

Title (Mr/Mrs/Miss/Ms/Dr)

Forename(s)

Surname

Home Address

Post Code

Email address

Telephone Number

Date of Birth

National Insurance Number

Have you received financial advice in relation to this transfer?

Yes ☐

No ☐

Note: If Yes, please can your adviser complete the declaration at the end of this form.

If yes, name of Adviser

Name of Adviser's firm

3. Transferring Scheme Details

Scheme Name (if known)

Policy/Member Number

Administrator/Provider Name

Administrator/Provider Address

Post Code

Email Address

Telephone Number

Transferring Scheme Pension

Scheme Tax Reference (if known)

Does the transfer include any Safeguarded Rights including Defined Benefits (final salary)?

Yes ☐

No ☐

Note: if yes, your adviser must complete the declaration below

Does the transfer include any benefits inherited as a result of someone's death?

Yes ☐

No ☐

Is the transfer in relation to a Pension Sharing Order as a result of a divorce?

Yes ☐

No ☐

Is this a full transfer from the transferring scheme or only part of your benefits?

Full ☐

Partial ☐

If partial transfer amount requested

£

Is the transfer cash only or in-specie (transfer of assets)

Cash only ☐

In-specie ☐

If in-specie, please list details of the assets to be transferred

Does the transfer include crystallised benefits?

Yes ☐

No ☐

If Yes, what is the split of your transfer between crystallised and uncrystallised benefits?

Uncrystallised

£

Crystallised

£

Total Transfer

£

4. Receiving Scheme Details

Scheme Name

Scheme Address	Whitehall Group 8-10 Bolton Street, Ramsbottom BL0 9HX	Note: evidence may be requested from the transferring scheme, to include your payslips, personal bank statement showing your remuneration from the company and a letter from the employer confirming your employment.
Sponsoring Employer's Name		
Companies House Number		
Date Employment Started		
Salary received in last 3 months		
If nil, please give reasons		
Contributions paid in last 3 months		
If nil, please give reasons		

5. Declarations

1. I confirm that I am requesting a transfer of funds to the receiving scheme administered by Whitehall Group ("Whitehall") from the plan detailed above (the "Transferring Scheme")
2. I hereby consent to Whitehall requesting the transfer of my entitlement to benefits from the Transferring Scheme and to obtain relevant details from this scheme.
3. I authorise and instruct the provider of the Transferring Scheme to transfer funds directly to the bank account details given by Whitehall.
4. The transfer value should include all increments to the relevant policies, regardless of whether such increments are noted under separate incremental numbers.
5. Unless the original policy document(s) is included, this instruction is to serve also as formal notice that I/We are unable to locate the original document. In the circumstances, please refer to the above notice of discharge.
6. I confirm I am the legal owner of the funds held by the transferring arrangement(s). I am legally entitled to give you instructions to transfer the benefits. I am not bankrupt and there are no court orders affecting the transferring arrangement.
7. Where an in-specie transfer is being requested, I authorise the Transferring Scheme to transfer assets held on my behalf and I request that the existing investment manager or administrator continues to collect dividends, tax reclaims and rent and passes them to the receiving scheme until the transfer is complete.
8. I authorise, instruct and apply to the Transferring Scheme to provide any instructions and/or discharge required by any relevant third party to complete the transfer.
9. I authorise Whitehall, the provider of the Transferring Scheme, any contributing employer, and any financial adviser named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to the receiving scheme.
10. I accept that in order to comply with regulatory obligations, Whitehall and the provider of the Transferring Scheme may need to verify my identity and residential address and may use credit reference agency searches and ask for my documents to verify my identity and address.

11. Where the Transferring Scheme has asked me to give them any original policy document(s) in return for the transfer of funds and I am unable to do so, I confirm 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 Transferring Scheme.
12. I authorise the Transferring Scheme to release all necessary information to Whitehall to enable the transfer of funds.
13. I authorise the Transferring Scheme to obtain from and release to my financial adviser (if applicable) any additional information that may be required to enable the transfer of funds.
14. If an employer is paying contributions to the Transferring Scheme, I authorise the Transferring Scheme to release to that employer any relevant information in connection with the transfer of funds.
15. I confirm that my adviser (where relevant) has provided me with sufficient information for me to understand the effect that this transfer will have on my pension arrangements.
16. The Adviser named above hereby confirms and declares that they have permission under Part 4A of FSMA or resulting from any other provision of that Act to carry on the regulated activity in Article 53E of the RAO.
17. I confirm that I have not received any advice or recommendation in relation to the transfer from a representative of Whitehall or any other member firm of the Whitehall Group.
18. Until this transfer is accepted and complete, Whitehall's responsibility is limited to the return of the total payment(s) received less any expenses incurred to the Transferring Scheme and I understand that Whitehall will not pay any benefits or invest the funds that are transferred until all relevant transfer information has been received.
19. Where a payment made to Whitehall represents part of the funds under the Transferring Scheme, 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.
20. I understand that funds will be held in a designated bank account, in the absence of written investment instructions from me or my financial adviser.
21. I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Whitehall and the Transferring Scheme provider may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
22. If I have taken benefits from the Transferring Scheme or any other pension arrangement in a way which means I am subject to the Money Purchase Annual Allowance (MPAA), I have supplied the date the MPAA first applied to me above.
23. If I am transferring a capped drawdown arrangement(s) to a flexi-access drawdown arrangement(s), I will be subject to the MPAA from the date of my first flexi-access payment.
24. I understand any enhanced protection will be lost if the transfer is not a permitted transfer, as defined by legislation.
25. I understand that any entitlement to take lump sum rights in excess of 25% may only be retained on transfer provided the transfer is part of a block transfer as defined by legislation. However, I understand that if this lump sum figure is over £375,000 and I have enhanced or primary protection the lump sum on these certificates will take precedence.
26. I understand that any low retirement age may only be retained on transfer if it is part of a block transfer as defined by legislation.

6. Signature

Your Name

Your Signature

Date

7. Adviser Declaration

If a transfer of Safeguarded benefits in excess of £30,000 are being requested, I confirm I have provided positive advice to the member with a recommendation to transfer to the Receiving Scheme.

Name

Signature

Position

Senior Management
Functions held

Date

Please Return this form to:

Whitehall Group

8-10 Bolton Street
Ramsbottom
BL0 9HX

Contact Us:

Telephone: 03302 232300

Email: ssas@whitehallgroup.co.uk

Whitehall is the trading name of:

Whitehall Group (UK) Limited, a company registered in England and Wales (Registered number 07625300), Whitehall Trustees Limited, a company registered in England and Wales (Registered number 07625294), Whitehall Corporate Limited, a company registered in England and Wales (Registered number 07759590), Whitehall Group SSAS Limited, a company registered in England and Wales (Registered number 16369001), Whitehall SSAS Trustees Limited, a company registered in England and Wales (Registered number 16368970), Whitehall Group SIPP Limited, a company registered in England and Wales (Registered number 13577749) and Whitehall SIPP Trustees Limited, a company registered in England and Wales (Registered number 13587700). All companies have their registered office at 8-10 Bolton Street, Ramsbottom, BL0 9HX.

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