

Transfer Form Guidance

Document reference H105G

Quick actions:

1. Member details

If you are completing this form as a supplement to a new application, leave this section blank.

Forename(s)	Your first name and any middle names.
Surname	Your last name.
Date of birth	Your date of birth in the format DD/MM/YY.
Hornbuckle plan number	Your plan number is an 8-character alpha-numeric reference that we quote on our correspondence. The plan number will either start "DW" followed by six numbers (e.g. DW123456), or with six letters followed by two numbers (e.g. ABCDEF01).
Email	Your preferred contact email address. We will use your email address to send you information relating to the administration of your plan, so you should avoid using a work email address or another address likely to be accessed by someone else.

2. Transferring scheme details

This section relates to the benefits you hold under the pension plan or scheme that you will be transferring to your Hornbuckle plan.

Most of the information should be available on your latest statement of benefits from your current provider, but you may need to contact your provider for further information.

It may delay the transfer of your benefits to your Hornbuckle plan if we are not provided with the information we need.

2.1 Scheme type

This section of the form is intended to establish, in very broad terms, what type of pension scheme you are transferring to your Hornbuckle plan. Your current provider should be able to confirm which category of scheme applies.

If you think that your current pension scheme is not one of the four types of scheme listed, please contact us for further guidance.

UK registered pension scheme.	Most UK pension schemes are registered pension schemes. Correspondence you received from your provider at the time you joined the scheme may have referred to the scheme being registered under Part 4 of the Finance Act 2004 (or, for older schemes, under Part 14 of the Income and Corporation Taxes Act 1988).
UK pension scheme that is not a registered pension scheme.	A minority of pension schemes established in the UK may not be registered pension schemes, even though they provide retirement benefits. Examples include employer-financed retirement benefit schemes (EFRBS) and the types of scheme that preceded them.
Recognised overseas pension scheme.	Some pension schemes based outside the UK that meet certain standards set by HM Revenue & Customs (HMRC) are regarded as "recognised" overseas pension schemes. Your current provider should be able to confirm whether or not the scheme is a recognised overseas pension scheme.
Overseas pension scheme that is not a recognised overseas pension scheme.	Some pension schemes based outside the UK do not meet the standard required to be treated as a recognised overseas pension scheme, but still provide retirement benefits.

2.2 Basic scheme details

Plan / member reference	Most personal pension schemes will provide each plan member with a reference number relating to their individual plan, or to each member. You should be able to find your reference number on correspondence you have received from your current provider.
Scheme name	The name of the pension scheme under which your plan or benefits are currently held e.g. the ABC Life Personal Pension Scheme or the AlphaCorp Retirement Benefits Scheme. Many occupational pension schemes do not use individual plan or member references, so the scheme name may be the only means of identifying your pension benefits with your current provider.
Scheme administrator / provider	The name of the administrator or provider of your current pension scheme. In the case of a personal pension or group personal pension with an insurance company, the name of the insurance company will suffice. In the case of an occupational pension scheme you may need to refer to recent correspondence concerning your benefits in order to identify who the administrator of the scheme is. In all likelihood this will be a third party company, but some larger employers administer their own pension schemes.
Address	The correspondence address of the scheme administrator or provider.
Postcode	The postcode of the scheme administrator or provider, for UK addresses, or otherwise the ZIP code, etc.

2.3 Asset transfers

This section asks you to provide details of any pension scheme assets you intend to transfer from your existing scheme to your Hornbuckle plan, rather than selling them and transferring their cash value to your plan. This is commonly referred to as an “in specie” transfer.

We may be unable to accept transfers of certain assets.

Certain asset classes will require an additional form to be completed, and also attract a higher administrative charge to transfer.

Details of our charges for “in specie” transfers can be found in our Fee Schedule.

2.4 Benefit details

This section asks you for information about the benefits you will be transferring from your existing scheme to your Hornbuckle plan.

Are you transferring all of your benefits under the transferring scheme to your Hornbuckle plan?	If you are transferring all of the benefits you hold under the transferring scheme you should select “yes”. If you are only transferring some of the benefits you hold under the transferring scheme to your Hornbuckle plan, whilst leaving some of your benefits in your existing scheme, you should select “no”.
Value of transferring benefits	An approximate value of the benefits you will be transferring from your existing scheme to your Hornbuckle plan.
Value of uncrystallised benefits	“Uncrystallised” benefits are those from which you have not yet received a lump sum or pension income.
Value of crystallised benefits	“Crystallised” benefits are those from which you have received a lump sum or a pension income. Your current provider should have provided you with confirmation of how much of your lifetime allowance was used up by the crystallisation of your benefits when they first came into payment. Your current provider should be able to provide you with details of the value of your crystallised benefits.
Are your benefits under the transferring scheme subject to an earmarking order?	An earmarking order is a type of divorce settlement under which a scheme member agrees to pay part of their pension income to their ex-spouse or ex-partner.
Are your benefits under the transferring scheme subject to an outstanding pension sharing order?	A pension sharing order is a type of divorce settlement under which a scheme member agrees to transfer part of their pension benefits to their ex-spouse or ex-partner.

If your benefits under the transferring scheme are subject to an earmarking order or an outstanding pension sharing order, please provide us with full details.

3. Cancellation rights

You should read this section of the form carefully, as it relates to the right you have to cancel the transfer of your existing benefits to your Hornbuckle plan. Further details of your cancellation rights are provided in the Key Features Document for the pension scheme.

4. Transferring fund declaration

If you are completing this form as a supplement to a new application, leave this section blank.

This section is intended to provide your current pension provider with the authorisation they need to provide us and your financial adviser with any information we need in relation to the transfer of your benefits to your Hornbuckle plan.

The administrator of a transferring pension scheme is required to provide certain information by law, but it may also be necessary for us to contact your provider to check on the progress of your transfer, and to confirm any requirements in relation to the transfer of cash sums and assets to your plan.

You should sign and date this section of the form where indicated.

5. Advice details

This section of the form should be completed by your financial adviser. The rest of the guidance in this section is for the financial adviser/firm.

Adviser name	The full name of the individual providing the personal recommendation to the applicant as it appears on the financial services register.
Firm name	The name of the adviser firm as it appears on the financial services register. If the firm is using a trading name, write the trading name as it appears on the financial services register. If the firm is an appointed representative of another regulated firm, write the name of the appointed representative (not the name of the principal firm).
Firm FCA reference	The FCA reference number of the firm.
Have you provided a personal recommendation to the plan member in relation to the transfer of benefits to their Hornbuckle plan?	We will only permit a transfer of benefits (including pension switches) to a Hornbuckle plan where the member has been provided with a personal recommendation in relation to the transfer.
On which basis has the personal recommendation been made?	Confirm whether the transaction represents a “distance contract” as defined in the FCA handbook.
Is the transferring scheme an occupational pension scheme?	For these purposes “occupational pension scheme” means a final salary scheme; an Executive Pension Plan (EPP); a Small Self-Administered Scheme (SSAS); or another type of money purchase occupational scheme.
Is the transferring scheme an individual pension contract providing fixed or guaranteed benefits that replaced similar benefits under a defined benefits pension scheme?	This applies to section 32 buyout plans (“deferred annuities”).

5. Advice details cont.

If you have answered "yes" to either of these questions, does your firm currently hold permission from the FCA to give advice in relation to pension transfers?	We will only permit the transfer of either of the types of pension scheme listed above if the advisory firm providing the member with a personal recommendation is authorised by the FCA to do so.
Are you a pension transfer specialist, or has the suitability of your personal recommendation been checked by a pension transfer specialist?	In addition to the firm holding permission to give advice on pension transfers, it is a requirement of FCA rules that the personal recommendation must be given or checked by a regulated individual holding an appropriate qualification.
Adviser signature	The form should be signed by the person who has provided the personal recommendation to the plan member.

Get in touch

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Page 4