Please read this document carefully so you fully understand the implications of any financial decisions, and keep it safe for future reference. It may also help to refer to our online **glossary** for explanations of technical or unfamiliar terms.

embark pensions

EMBARK PENSIONS
INVESTMENT SALE FORM

We want all of our customers to be able to access our services equally. For those who may need additional help, we have put in place some support to make it easier. If required, we can arrange to send you this document in special formats, such as large print or braille. Please ring us on **01204 803500** if this is needed.

Full details of how we can tailor communications and documents to suit your needs can be found on our website at **www.embarkpensions.co.uk/accessibility-policy**

Please use this form to sell an investment currently held within your Embark Pension scheme.

To request an In-Specie transfer of an investment currently held within your Embark Pension scheme please contact our Customer Services team on **01204 803500.**

Information you will need

Please complete this form in BLOCK CAPITALS and BLACK INK and email it to **customerservices@embarkpensions.co.uk**.

We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to protect your request, please remember to contact us separately with the password used. Alternatively, please post to: Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU.

If at any time you need assistance in completing this form, please call our Customer Services team on **01204 803500**.

1 MEMBER DETAILS

Pension Scheme Reference: ______ Title: ______

Forename(s): ______

Surname: ______

Address: ______

Postcode: ______

Date of birth: D D M M Y Y Y Y Telephone Number: ______

Email Address: ______

2 SALE INSTRUCTION

Investment Comany Name:

Investment Company Policy number:

Please select the option that applies below:

I wish to sell ALL the assets held in the above investment and close the policy ☐ Yes

I wish to sell the assets listed below ☐ Yes

Asset Name/Description	Number of units to sell	Value to sell

Notes:

- A separate form is required for each investment company.
- The investment company may need their own form completing. Please check with them first.
- The investment company may need a wet signature. Please check with them first.
- The investment company may not accept a DocuSign signature. Please check with them first.

3 INSTRUCTIONS TO INVESTMENT COMPANY

Please accept this as my/our instruction to encash the assets held in the pension scheme's investment account as detailed in section 2.

Please remit the cash proceeds to the pension scheme's designated bank account using the account details provided by Embark Pensions in section 4 below.

If there are any income or other payments (including dividends) yet to be credited to the account, please provide full details of any expected payments to Embark Pensions.

Member Signature:

Print Name:

Date: D D M M Y Y Y Y

Member Signature:

Print Name:

Date: D D M M Y Y Y Y

Professional Trustee Signature:

Professional Trustee Name:

Date: D D M M Y Y Y Y

4 DESIGNATED SIPP BANK ACCOUNT DETAILS

For office use only.

SIPP Bank: Ref:

SIPP Accout Name:

Account Number: Sort Code:

5 FREQUENTLY ASKED QUESTIONS

Can I use this form to sell my investments?

Generally, investment companies are happy to accept this completed and signed form as your instruction to sell your assets/investment, however, there are a number of investment companies that insist on their own form being completed. If you are unsure, please check their requirements first.

Can I use this form for multiple investment companies?

The form is used to send onto the named investment company to complete the transaction. To prevent breaches in Data Protection, please complete a separate form for each separate investment company you are requesting funds from.

Can I email this request to you?

Usually investment companies are happy to receive an email containing the form in order to fulfil your request however there are a number of investment companies that insist on a wet signature from you as a member and/or ourselves as professional trustees. If you are unsure, please check their requirements first.

Can I use DocuSign on this form?

Usually investment companies are happy to receive a DocuSign signature from you in order to fulfil your request however there are a number of investment companies that insist on an actual signature from you as a member. If you are unsure, please check their requirements first.

This investment is held by a Group SIPP. What do you need to authorise the sale?

If the investment is held by multiple members, all members will need to sign the investment sale instruction in section 3.

How long will it take to receive the sale proceeds into my SIPP bank account?

This will be in the hands of the investment company, and we will continue to keep you updated as the sale progresses.

What is an in-specie transfer?

An in-specie transfer is where the assets you hold remain invested and are transferred to a new investment company without converting them to cash.

How long will an in-specie transfer take?

The time needed to complete an in-specie transfer is determined by the investment companies involved.

How can I complete an in-specie transfer?

This will depend on the requirements of the 2 investment companies involved. Please discuss this option with your old and new investment companies to check their requirements first. Please then contact our Customer Services team on **01204 803500**.

6 NEXT STEPS

Please complete this form in BLOCK CAPITALS and BLACK INK and if a wet signature is not required by the investment company, email it to **customerservices@embarkpensions.co.uk**. We strongly recommend that you encrypt your email to protect the contents and your personal information. If you are using a password to protect your request, please remember to contact us separately with the password used. Alternatively, please post to: Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU.

Embark Pensions will then:

- Acknowledge receipt of your instruction and verify the information you have provided
- Request the sale of assets based on your request in section 2
- Issue confirmation of receipt of the sale funds into your SIPP bank account, to you.

01204 803 500

customerservices@embarkpensions.co.uk

Embark Pensions, Provincial House,
37 New Walk, Leicester, LE1 6TU

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