

QROPS Transfer Form

BARCODE
INTERNAL USE ONLY

Form reference H118

Complete this form if you want to transfer all or part of your Hornbuckle plan to a Qualifying Recognised Overseas Pension Scheme (QROPS).

You must complete sections 1 to 4 and the Appendix.

The administrator / provider of the receiving scheme must complete section 5.

You must complete and return a copy of APSS263 with this form. A copy can be provided on request, or downloaded from the HM Revenue and Customs (HMRC) website.

If you are receiving a pension income from your Hornbuckle plan we will stop income payments as soon as possible once we receive this form.

1. Member details

Forename(s)

Hornbuckle plan number

Surname

Email

Date of birth

| | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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2. Transfer details

2.1 Receiving scheme details

Scheme administrator/provider

Address

Plan/Member reference

Postcode

2.2 Transfer options

Are you making a full or partial transfer from your Hornbuckle plan?

Full

Partial

Will the transfer be in cash only, or include the transfer of assets?

Cash only

Cash and assets

How would you like us to transfer any cash amount held in your Hornbuckle SIPP plan to the receiving scheme?

CHAPS

BACS

For Bank of Scotland accounts only, any payment will be made by Faster Payments Service (FPS). This is free of charge and takes one working day.

If you require us to sell any or all of the investments held in your plan (to make a cash transfer), you will need to complete a copy of H114 Investment Sale Form.

If you require us to sell a property held in your plan you will need to complete a copy of H303 Property Sale Form.

3. Lifetime allowance

3.1 Benefits in payment

Have you started taking benefits from any other registered pension scheme?

Yes

No

If "No" please proceed to Section 3.2

Please provide details of your other pension plans that are already in payment:

| Administrator / Provider Name | Date Payments Commenced | Maximum Annual Pension | Percentage of LTA used |
|-------------------------------|---|------------------------|------------------------|
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3.2 Your Pension Protection

Do you have Primary, Enhanced, Fixed or Individual Protection?

Yes

No

If "No" please proceed to Section 3.3

Please select all of the following that apply to you:

- I have primary protection I have enhanced protection I have fixed protection 2012
- I have fixed protection 2014 I have individual protection 2014

Please attach copies of any certificates you have received from HMRC to verify your protection.

3.3 Enhancement Factors

Have you applied to HMRC for an enhancement to your lifetime allowance?

Yes

No

If "No" please proceed to Section 4

Please select all of the following that apply to you:

- I have a lifetime allowance enhancement factor in relation to pension credit rights
- I have a lifetime allowance enhancement factor in relation to a period during which I was a relevant overseas individual
- I have a lifetime allowance enhancement factor in relation to a transfer from a recognised overseas pension scheme

Please attach copies of any certificates you have received from HMRC to verify the enhancement to your lifetime allowance.

4. Member declarations

Please accept this as my instruction to transfer the benefits of my Hornbuckle SIPP plan to the scheme detailed in section 2.1 of this form. I declare that the scheme named in section 2.1 of this form is a qualifying recognised overseas pension scheme for the purposes of Part 4 of the Finance Act 2004.

I agree to indemnify Embark Services Limited and Hornbuckle Mitchell Trustees Limited against any tax charge, penalty or other loss in the event that the scheme named in section 2.1 of this form is not a qualifying recognised overseas pension scheme.

I acknowledge that Embark Services Limited may decline to make any transfer of my benefits to the scheme detailed in section 2.1 of this form if, on the date of the transfer, the scheme does not appear on the latest list of qualifying recognised overseas pension schemes published by HM Revenue & Customs (HMRC).

I acknowledge and agree that any cost in transferring any cash amounts to the scheme detailed in section 2.1 of this form in a currency other than sterling (GBP) will be payable from my plan prior to the transfer taking place.

I acknowledge that the administrator / provider of the receiving scheme has confirmed that they can accept the assets to be transferred to them as detailed in the Appendix to this form.

I acknowledge and agree that the transfer of the benefits of my Hornbuckle plan is subject to the deduction of the fees set out in the Fee Schedule for the plan.

I authorise Embark Services Limited to share any information about my Hornbuckle plan with the administrator / provider of the receiving scheme in relation to the transfer of my benefits.

I authorise Hornbuckle Mitchell Trustees Limited and the Bank of Scotland / Cater Allen Private Bank / Butterfield Private Bank to close my plan bank account and transfer the remaining cash balance to the account detailed in section 5.3 once so instructed by Embark Services Limited

Signature

Print name

Date

| | | | | | |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

5. Receiving scheme details

This section of the form must be completed by the scheme administrator / provider of the receiving scheme.

5.1 Basic Scheme Details

Plan/Member reference

Country

Scheme name

QROPS reference

5.2 QROPS Manager Details

Title

Address

Forename(s)

Surname

Postcode

Firm name

Country

Contact name

Tel no

QROPS scheme manager ID

Email

5. Receiving scheme details cont.

5.3 Bank account details

Bank

Sort code

Account number

Account name

IBAN

Swift address / BIC code

5.4 Receiving scheme declaration

I declare that the scheme detailed in section 5.1 above is a qualifying recognised overseas pension scheme for the purposes of Part 4 of the Finance Act 2004.

I confirm that we can accept the assets to be transferred to the receiving scheme as detailed in the Appendix to this form.

Signature

Print name

Position

Date

Checklist

Before submitting this form please make sure:

- You have completed all of the relevant sections of the form.
- You have completed the Appendix to this form with details of the assets in your Hornbuckle plan that you want us to retain, sell or transfer to the receiving scheme.
- You have read and understood the guidance on completing the form contained in H118G QROPS Transfer Form guidance.
- You have attached a completed H114 Investment Sale Form in relation to any investments you want us to sell in order to make a cash transfer.
- You have attached a completed H303 Property Sale Form if you want us to sell a property held in your Hornbuckle SIPP plan.
- You have attached a completed APSS263.
- The administrator / provider of the receiving scheme has completed section 5 of the form.

Where to send

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