

FLEXIBLE INCOME PENSION PLAN TRANSFER REQUEST

FIPP FORM REFERENCE H196

From 6 April 2015 we will no longer support the Flexible Income Pension Plan (FIPP) product and will be winding the scheme up. This is because the FIPP does not support the new pension rules announced in the 2014 budget.

As a result you will need to make a decision as to where you want to move your pension benefits.

Transferring to a Hornbuckle Mitchell SIPP

We would like to offer anyone who has not started to draw a scheme pension, a transfer to the Hornbuckle Mitchell SIPP, free of any initial set-up charges. You will continue to have the same investment flexibility, and you will be able to take your benefits in line with the new pension rules.

The Hornbuckle Mitchell SIPP provides all the same flexibility as the FIPP but it does not offer the option for you to continue being a joint trustee. You will remain in control of what you do with your pension funds. But it will save time when you want us to do something for you, as we will not have to issue those instructions for you to sign. This is especially important when an instruction is time sensitive.

Transferring away from Hornbuckle

Alternatively you are free to transfer your benefits to another pension provider or use your funds to purchase a Lifetime Annuity from an insurance company if you have reached age 55. Standard transfer out fees will apply.



Beware of pension scams

Scams and frauds are often both sophisticated and seek to exploit you. These scams take many forms and could be about pension transfers and / or high-return investment opportunities. They may also claim they can help you to release money from your pension to pay bills.

Falling foul of a scam could mean you lose some or all of your money. See **pension-scams.com** or **fca.org.uk/scamsmart**.

Be vigilant and mindful of investments / opportunities that appear to be too good to be true – they often are! If your pension transfer request has come from one of the following please inform us immediately:

- an offer out of the blue where you've had no previous contact with this person or organisation;
- an advert on social media or a paid for / sponsored advert online;
- an email from a sender you do not already know;
- a firm or individual that has pressured, hurried you or offered you an incentive to make your decision to transfer;
- a firm cold called you; or
- you have given personal details out over email or in a phone call without first verifying who the caller was or who sent the email.



Financial advice

The decision to access your pension savings is an important one and we strongly recommend that you take regulated advice to understand your options at retirement. If you do not have a financial adviser you can find details of local regulated financial advisers by visiting **unbiased.co.uk** or clicking on "Find financial services in your area" on the FCA's Financial Services Register at **register.fca.org.uk**.

If you decide to take your benefits without consulting with an adviser, we strongly suggest that you instead contact MoneyHelper and book an appointment with their Pension Wise service. See the MoneyHelper section for further details. There are also some additional sections that need to be completed, which are highlighted throughout the form.



MoneyHelper and Pension Wise

Pension Wise is a government service from MoneyHelper that offers free, impartial pensions guidance about your defined contribution pension options.

An appointment with Pension Wise is free and will help you understand what your overall financial situation will be when you retire.

An independent pension specialist will talk you through your options to help you make the right decision. You'll also find out about the other factors you need to consider when deciding on your options before retirement.

MoneyHelper do not offer advice. For advice, please speak to a financial adviser.

MoneyHelper's website is **moneyhelper.org.uk**, or you can contact them on **0800 011 3797**.

Further information about how the Pension Wise service from MoneyHelper can help you is in section 3.

1 YOUR DETAILS

FIPP Scheme number:

Date of Birth:

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

Forename(s):

Surname:

Email Address:

2 FINANCIAL ADVICE

Please complete this section letting us know what advice or guidance you have taken about your transfer.

1. Have you taken advice from a regulated financial adviser about transferring your pension? ☐ Yes ☐ No

2. Will an adviser or some other intermediary be sending this form to us on your behalf? ☐ Yes ☐ No

If you answered **'Yes'** to both question 1 and 2, please ask your financial adviser to complete **section 5** and go straight to **section 4**.

3. Are you transferring in order to access your pension savings by taking:

a. a drawdown pension, either in full or in part? ☐ Yes ☐ No

b. an Uncrystallised Funds Pension Lump Sum (UFPLS), either in full or in part? ☐ Yes ☐ No

If you answered **'No'** to both question 3a and 3b, go straight to **section 4**.

4. Has your new scheme provider, adviser or some other intermediary explained to you the benefits of having a Pension Wise appointment with MoneyHelper? ☐ Yes ☐ No

If you answered **'No'** to question 4, please complete **section 3**, otherwise go straight to **section 4**.

3 THE PENSION WISE SERVICE FROM MONEYHELPER

Please also confirm whether the reason you have not taken regulated financial advice is because you have already had an appointment with MoneyHelper's Pension Wise service? ☐ Yes ☐ No

If you have already had an appointment, you may still benefit from receiving guidance from Pension Wise again if your personal circumstances, or the value of your pension savings, have significantly changed since your appointment.

As described on the first page, Pension Wise is a government service from MoneyHelper that offers free, impartial pensions guidance about your defined contribution pension options.

If you are not taking regulated financial advice, we strongly recommend that you book an appointment with Pension Wise to discuss the options available to you. The appointment will take between 45-60 minutes and can be over the telephone or somewhere local to you.

The purpose of the appointment is to help you make an informed decision about what to do with your pension savings, including the different options available to you about accessing your pension savings. During a Pension Wise appointment, an independent pension specialist will:

- explain your pension options
- explain how each option is taxed
- tell you what your next steps are

Please select one of the following options:

☐ I am going to book an appointment with Pension Wise (**see below**)

☐ I am going to 'opt out' and not book an appointment with Pension Wise (**please go to section 4**)

**Money
Helper**

 **Pension
Wise**

3 THE PENSION WISE SERVICE FROM MONEYHELPER

Making an appointment with Pension Wise

You can book an appointment with Pension Wise online at moneyhelper.org.uk/pensionwise.

Just click **'Book your free Pension Wise appointment'** and follow the steps. You will be asked to select a suitable time and day for your telephone appointment and to provide some details about yourself.

There is a lot of information about Pension Wise that can be accessed on this page and we recommend that you review this content to get the most out of your appointment.

Alternatively, you can call Pension Wise on **0800 138 3944** to book an appointment.

If you decide to book an appointment with Pension Wise, please confirm the date of the appointment:

DDMMYY

Or you can ask us to do it for you

If you prefer, we can book the appointment for you. If you would like us to do so, please provide the following information:

Details of when you can attend a meeting:

Date	Time

Email address to receive confirmation of your appointment:

Telephone number for Pension Wise to call you on:

If a mobile phone number is provided you will get an SMS appointment reminder. For non-UK numbers please include the country dialling code.

A memorable word for Pension Wise to repeat on the call:

This provides additional security so you know it is Pension Wise calling.

Do you require any adjustments to help you access the appointment?

We will attempt to arrange an appointment for you in one of the timeslots you have provided above.

Important note

When you have attended your appointment, please contact us on **0116 366 8600** to confirm.

If we do not hear from you, we will be in touch shortly after your appointment to confirm your attendance. This however will cause a delay and our preference is for you to contact us as soon as you have had your appointment.

If you fail to attend your appointment, we will need to arrange another for you to attend, unless you decide to take regulated financial advice or opt out of guidance.

5 TO BE COMPLETED BY YOUR FINANCIAL ADVISER

Please complete this section if you are a Financial Adviser and you have advised the named applicant on transferring their pension scheme from Embark Services Limited, trading as Embark Pensions.

Title:

Forename(s):

Surname:

Address:

Postcode:

Name of Firm: FCA Registration Number:

I confirm in respect of the enclosed transfer from the Embark Pensions scheme that:

I am appropriately qualified and approved by the above firm to provide financial advice.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have provided the above named applicant with advice in respect of this transfer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have recommended the applicant proceed with this transfer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The client will be investing in standard assets with the new pension provider as defined by the FCA standard asset criteria (IPRUINV 5.9.1R).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have completed due diligence on the receiving scheme.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
No unregulated entities are involved in the recommendation or facilitation of this transfer.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature (Financial Adviser):

Date: | D | D | M | M | Y | Y | Y | Y |



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