



EMBARK PENSIONSTRANSFER AUTHORITY 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 transfer benefits from another pension arrangement to your Embark Pension scheme. You will need to complete a separate form for each transfer you wish to make.

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.



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.



Information you will need

To complete this form, you will need details of the investments you currently hold in your transferring scheme so that you can make decisions about which assets to sell and which assets to transfer in-specie.

Please note, you may need to speak to our Customer Services team first if you have not received advice to transfer your scheme from a financial adviser and your financial adviser is not signing section 7 of this form. Please refer to section 2 Financial Advice in the first instance.

Please contact our Customer Services to discuss your requirements if you are not taking Financial Advice.



Financial advice

The decision to transfer your pension savings is an important one and we strongly recommend that you take regulated advice to understand your options. 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 transfer 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**.

1 MEMBER DETAILS				
Pensions Scheme Reference:	Title:			
Forename(s):				
Surname:				
Date of Birth: D D M M Y Y Y Y	National Insurance Number:			
Email Address:	Telephone Number:			
2 FINANCIAL ADVICE				
We strongly recommend that you consider taking regulated financial advice before proceeding. Transferring your pension scheme is an important decision to make, and careful consideration must be given to the options available to you and how you will invest your funds.				
Please note should you decide to take financial advice, your advideducted from your SIPP.	iser will charge for this service. Your adviser charges can be			
Please complete this section letting us know what advice or guidance you have taken on 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 final	ancial adviser to complete section 7 and go straight to section 3 .			
Please note if you are transferring in an occupational defined benefit scheme, an occupational money purchase pension scheme or a personal arrangement which contains safeguarded benefits, then we require you to have received advice to transfer from a regulated financial adviser.				
3. Are you transferring in order to access your pension savings b	by taking:			
a. a drawdown pension, either in full or in part?	Yes No			
b. an Uncrystallised Funds Pension Lump Sum (UFPLS), eithe	r in full or in part?			
If you answered ' No ' to both question 3a and 3b, go straight to section 3 .				
4. Has your adviser or some other intermediary explained to yo benefits of having a Pension Wise appointment with MoneyH				

If you answered 'No' to question 4, you will need to speak to our Customer Services team on 01204 803500 before proceeding any further.

3	TRANSFER DETAILS		
Transferring Scheme Name:			
Sch	Transferring Scheme Address:		
Pos	stcode:		
Trar	nsferring Scheme Telephone Number:		
	nsferring Scheme Policy Number:		
	isiering screme i oney Namber.		
Plea	se tick the appropriate box describing the type of Ceding Scheme.		
	y invested in insurance policies with the vider named above Defined Benefit Occupational Pension Scheme		
Sma	all Self Administered Scheme (SSAS) Qualifying Recognised Overseas Pension Scheme		
Self-	-Invested Personal Pension (SIPP) Money Purchase Occupational Pension Scheme		
Pers	sonal Pension (inc. Stakeholder) Other (please state):		
Estir	mated transfer value:		
	le transfer fund uncrystallised, ly crystallised or fully crystallised? Uncrystallised Partly Crystallised Fully Crystallised		
Is th	ne transfer a full or partial transfer?		
lf 'pa	artial', please provide details:		
Perd	centage of fund to be transferred:		
Not	e: Partial transfers of crystallised funds are generally not permitted.		
Doe	s this transfer include a transfer of assets in-specie?		
If 'Y	es', please complete section 4.		
Are	you aware of any safeguarded benefits attached to your pension?		
This	may include but is not limited to Guaranteed Annuity Rates (GARs) or a Guaranteed Minimum Pension (GMP).		
	es', we require you to have received advice to transfer from a regulated financial adviser and your adviser will need to aplete section 7.		
Doy	you have a Protected Pension Age as part of your transfer fund?		
If 'Yes', we will require confirmation from your current provider of your Protected Pension Age.			
Hav	e you taken benefits under the Transferring scheme?		
	es' and you have received flexible income benefits, please confirm date the Money Purchase Annual Allowance applied D D M M Y Y Y Y		

4 FUNDING THE TRAN	ISFER			
Please indicate below how the	transfer is to be funded:			
Cash In s	specie			
'In specie' means re-registering the assets of the plan without selling them and will be subject to Embark Pension's prior approval. Non-standard assets may not be accepted and may need to be sold prior to transferring. If you wish to transfer in specie, please provide a list and valuation of the transferring assets below:				
Asset Provider	Description	Date of last valuation	Value (£)	
Note: You may need to open a	new investment account to acc	ept these assets. Please provide	a completed application form	
	vider in preparation of accepting		a completed application form	
5 CANCELLATION RIG	HTS			
		ave a right to cancel your trans	fer within 30 days from the	
date that we received your rec	quest. You will receive this in wr	iting once we have processed y	our request. If you did	
want to exercise this right, you can do this by emailing us at customerservices@embarkpensions.co.uk or by calling 01204 803500 .				
Alternatively, you can write to us at Embark Pensions, Provincial House, 37 New Walk, Leicester, LE1 6TU.				
6 MEMBER DECLARAT	ION			
This form gives Embark Pensio benefits from them to your per		current pension provider and to	arrange the transfer of	
, ,	erring pension provider authorit	y to give us details of your curre	nt arrangements and any	
		Options Service if this is availab	ole.	
Do you wish for your adviser to	b be paid a fee from this particu	ar transaction?	Yes No	
If 'Yes' , fee amount: £		DR %		
	er fee if we've already been made	e aware of your advisers fees on	your new SIPP application form.	
Signature:				
Print Name:				
Date:				

7 ADVISER DETAILS

Please complete this section if you are a Financial Adviser and you have advised the named applicant on transferring their pension scheme to their Embark Pensions scheme.

Adviser Name:				
Firm name:				
FCA number:				
I confirm in respect of the enclosed transfer to the Embark Pensions scheme that:				
1	I am qualified to provide financial advice in respect of pension transfers, as defined by the FCA, and my firm has the appropriate FCA permissions to provide advice on pension transfers and opt outs.	Yes	No	
2	No unregulated entities are involved in the recommendation or facilitation of this transfer.	Yes	No	
3	This transfer contains safeguarded benefits, as defined by the FCA.	Yes	No	
4	I have confirmation from the client that they fully understand the implications of giving up any safeguarded or benefits within the ceding scheme, and my recommendation takes into account the suitability of the underlying investments held within the receiving scheme.	Yes	No	
5	I confirm the transfer is not from a public sector Defined Benefit Scheme.	Yes	No	
6	I have provided the above-named applicant with advice in respect of this transfer.	Yes	No	
7	I have recommended the applicant proceed with this transfer.	Yes	No	
Adviser Signature:				
Adviser Name:				
Da	Date: D D M M Y Y Y Y			

8 FREQUENTLY ASKED QUESTIONS (CONTINUED)

Can I transfer part of my crystallised funds?

No, generally your crystallised funds must be kept intact, unless you want to transfer to an annuity.

What is an in-specie transfer?

An in-specie transfer is where the assets you hold remain invested and are transferred to the new pension scheme provider 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.

What do I need to consider when disinvesting funds?

Encashing your investments at a time of volatility in the financial markets may mean your pension fund may be significantly lower than it was previously. It is extremely important to understand that transferring your pension to a new pension provider by way of a cash transfer may compromise your pension in the future.

Furthermore, if you encash your investments now, you may miss out on any future increases in value if markets recover.

9	CHECKLIST			
Before submitting this form, please make sure:				
	You have answered all the questions in sections 1, 2, 3 and 4.			
	You have signed the declaration in section 6.			
	Your Financial Adviser has completed a positive recommendation and signed in section 7, OR			
	You have completed the Risk Warning process with our Customer Services team			
	You have provided any additional forms required to open a new investment in section 4, to complete your request.			

NEXT STEPS

Please email this form along with the required information for section 4 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 application and verify the information and documents you have provided
- Acknowledge receipt of your request with the transferring scheme
- Request the in specie transfer of assets based on your request in section 4
- Transfer your pension scheme from the receiving scheme
- Issue confirmation of transfer completion to you.





01204 803500





customerservices@embarkpensions.co.uk



embarkpensions.co.uk