



# TRANSFER OF SAFEGUARDED OR GUARANTEED BENEFITS INTO A SIPP

## Application Form

For use when transferring safeguarded benefits or guarantees



Please note failure to complete all the sections relevant to your application will cause delays with your request.

Please complete this form to request a transfer into your SIPP with ourselves if you have 'safeguarded benefits' in the transferring scheme.

This will be the case if the scheme is a 'final salary' or 'defined benefit' scheme, or if there are other guarantees or promises under the scheme, for example, enhanced Tax Free Cash.

Please complete this form using black ink and block capitals.

## How do I submit my transfer in form?

You can submit your transfer in form to us using the following contact details.

Curtis Banks Ltd  
3 Temple Quay  
Bristol  
BS1 6DZ

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# 1 Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please provide us with details of your needs so we can assess any reasonable adjustments that we can make for you.

**The information you provide will help us assess your requirements and make any reasonable adjustments to improve how we work and communicate with you.**

We will require your express consent to process this information, and to enable us to share this data with other third parties where appropriate, e.g. investment firms or advisers, to help us, and others to continue to meet your needs. Please could you kindly provide this below.

**I agree to my information being processed by Curtis Banks Group, to include being shared and gathered between relevant third parties.**

Please refer to our Privacy Information Notice for Clients, should you require further guidance on how we collect use and protect your personal information. This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or please ask your adviser or us for a copy.

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Should you have any questions about this process, or wish to withdraw your consent, please contact the Client Management Team on 0117 332 4080 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk).

# 2 Your details

Member's name

Member's plan number

**Please ensure you have read and answered the relevant questions in section 4.**

As your SIPP administrator, we believe it is important that we seek to ensure that you are aware of and understand the nature of the benefits that you are proposing to surrender.

**You must take professional advice before proceeding - we will not accept the transfer unless such advice has been taken and your adviser recommends a transfer. This declaration by you must be countersigned overleaf by the adviser, who must be authorised to give pension transfer advice.**

This will enable you to make a well informed decision regarding your pension benefits.

Curtis Banks Ltd are not able to provide you with advice regarding this matter. In order to assist you, we have provided some of the key points in section 5, that you should have considered with your adviser and understood.

# 3 Scheme details

Full name and type of scheme being transferred, for example: Occupational Pension Scheme, Defined Benefit, Guaranteed Minimum Pension (GMP)

Name of scheme administrator/ trustee/insurance company

Address

Contact name/number

Policy/account number  
(if applicable)

HM Revenue & Customs  
reference number

Transfer value (or estimate)

£

Is the transfer a credit as a result of a Pension Sharing Order?

**Yes**

**No**

Is the transfer part of a block transfer?

**Yes**

**No**

### 3 Scheme details (continued)

If yes, please provide details of any protected tax free cash entitlement, minimum pension age etc which is being preserved by the block transfer

Is the transferring scheme subject to a Protected Pension Age?

**Yes**

**No**

Are you aged 50 or over and intending to take any retirement benefits within 3 months of transferring uncrystallised funds?

**Yes** If yes please complete section 4.

**No** If no, please skip section 4.

### 4 Receiving guidance or advice

The FCA requires us to tell you about a service called MoneyHelper.

#### 4.1 MoneyHelper guidance

MoneyHelper is a free, impartial service from the Government, which offers guidance to help you make an informed decision about what to do with your pension savings. This includes providing the different options available to you, in order to access your pension savings. Pensions guidance is delivered at an appointment with an independent pensions specialist, which you can choose to book yourself, or alternatively Curtis Banks can arrange this on your behalf. You can also receive advice from a regulated financial adviser. Advisers may charge you for their services.

Please ensure you have read the MoneyHelper privacy policy, which is available on their website, [www.moneyhelper.org.uk/en/about-us/privacy-notice](http://www.moneyhelper.org.uk/en/about-us/privacy-notice).

You can book online at [www.moneyhelper.org.uk/pensionwise](http://www.moneyhelper.org.uk/pensionwise) or call MoneyHelper on 0800 138 3944. Alternatively call us on 0117 910 0590 and we'll book an appointment for you.

Please note that we are unable to arrange appointments with MoneyHelper for anyone below the age of 50, so these appointments would need to be arranged by you directly.

#### 4.2 Regulated financial advice

Before making a decision about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit [www.moneyhelper.org.uk/choosing-a-financial-adviser](http://www.moneyhelper.org.uk/choosing-a-financial-adviser) to find one.

The regulations require you to confirm the following options before we can proceed with your application.

If you plan to take guidance and/or advice you should do this before completing this form.

**Have you received guidance from MoneyHelper relating to this transaction in the last 12 months?**

**Yes**      **Date guidance received**

**No.** If you don't want to use MoneyHelper you need to opt-out. Please tick the relevant option below.

I've received regulated financial advice related to this transaction within the last 12 months.

**Date advice received**

I don't want guidance from MoneyHelper or regulated financial advice from an adviser.

**You must take professional advice - we will not accept the transfer unless such advice has been taken and your adviser recommends a transfer.**

If you've already received guidance or regulated financial advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

## 5 Member's declaration & signature

Curtis Banks Limited will rely on this declaration. You should read it carefully and if you do not understand any part of it, please ask us for further information. Before signing the declaration, you should carefully read the following for your own benefit and protection:

- This declaration;
- Key Features;
- Schedule of Fees;
- Terms and Conditions;
- Schedule of Allowable Investments; and
- Your Personal Illustration.

These documents together form the agreement upon which we intend to rely. If you do not understand any point then please ask your adviser or us for further information. A copy of the scheme rules is available on request. A copy of this completed Application Form is available on request from Curtis Banks.

Please read and sign the declaration below to authorise the transfer(s).

### Declaration

- I confirm that I have read this declaration in full and understand the nature of benefits I am giving up.
- If you transfer from a Final Salary Scheme to a Money Purchase Scheme, such as your SIPP, you will give up the promise of a guaranteed pension.
- In a Final Salary Scheme you are guaranteed a certain level of pension when you retire.
- Your Occupational Pension Scheme may be protected against inflation up to 5% a year and sometimes more depending on the Scheme rules. This protection starts from the date you left the Scheme until your retirement.
- Your Occupational Pension Scheme may possibly provide discretionary benefits such as increases to your pension once you retire.
- Your Occupational Pension Scheme may allow you to retire early on a reduced pension or may provide a pension if you had to retire early because of ill health.
- If you were a member of your Occupational Pension Scheme on 10 December 2003 then, depending on the rules of that scheme, it is possible that you have a protected early retirement age under that scheme. This protection will normally be lost on transfer.
- It is possible that your tax-free cash entitlement accrued prior to 6 April 2006 under your Occupational Pension Scheme is protected. This tax free cash protection may be lost on transfer.
- It is also possible that you have protected/enhanced Tax Free Cash under your Personal Pension. This Tax Free Cash may be lost on transfer.
- If you have registered with HM Revenue & Customs for Enhanced Protection it is possible that this protection may be lost on transfer.
- If your Occupational Pension Scheme is underfunded and your employer became insolvent the scheme will have access to the pension protection fund.
- The pension you get from your SIPP will depend on the amount you transfer and/or contribute, the performance of the investments you choose, charges and how much pension your fund can buy when you decide to retire.
- You, rather than your past/present employer, carry a risk if the investments within your SIPP perform badly.
- Any guaranteed benefits, such as guaranteed annuity rates, attached to an existing personal pension arrangement will be lost upon transfer to a SIPP.
- Once you have transferred rights out of your existing pension scheme, you will not be able to transfer back.
- I confirm that I wish to proceed with the transfer based on the recommendation and advice I have received from a Financial Adviser.
- I hereby consent to Curtis Banks obtaining details from the administrator/trustee or insurance company or other pension provider of any scheme, contract or arrangement of which I am or have been a member in connection with the transfer and authorise the giving of such details to Curtis Banks.
- I also consent to my adviser in section 6 to obtain the same details.
- **Declaration to the current provider of the transferring scheme(s)**
  - I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in section 3 of this application directly to Curtis Banks and to provide any instructions and/or discharge required by any relevant third party to do so.
  - I accept that in order to comply with regulatory obligations, Curtis Banks and the current provider(s) named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
  - I accept that in order to comply with regulatory obligations, Curtis Banks and the current provider(s) named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
  - Until this application is accepted and complete, Curtis Banks' responsibility is limited to the return of the total payment(s) to the current provider(s).
  - When payment is made to Curtis Banks as instructed, this means I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in section 3 of this application where the whole of the plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) is transferring.
  - I have read any information provided or made available to me by the current provider in connection with this transfer.

## 5 Member's declaration & signature (continued)

### Declaration (continued)

- Declaration to Curtis Banks and the current provider of the transferring scheme(s)
  - I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Curtis Banks and the current provider may incur as a result of any incorrect, untrue, or misleading information in this application or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this application.
  - I authorise Curtis Banks, the current provider, any contributing employer and any financial adviser or intermediary named in this application to obtain from each other, and to release to each other, any information that may be required to enable the transfer of sums and assets to Curtis Banks.
  - I wish for the pension scheme benefits detailed overleaf to be transferred to my Curtis Banks plan.
  - I declare that to the best of my knowledge and belief the statements made in this form (whether in my handwriting or not) are correct and complete.
  - While Curtis Banks will request transfers in a timely manner, I understand that Curtis Banks is not responsible for the timely completion of the transfer.
  - I understand that, in accordance with the Terms and Conditions, a fee may be charged in respect of the transfer of the above scheme (please refer to the relevant Schedule of Fees for further details).
  - I wish for the pension scheme benefits detailed in section 3 to be transferred to my SIPP.
  - I understand that you may undertake a search with a reference agency for the purposes of verifying my identity and age. To do so, the reference agency may check the details I supply against any particulars on any database (public or otherwise) to which they have access. They may also use my details in the future to assist other companies for verification purposes. A record of the search will be retained as an identity search.
  - I am not bankrupt and there are no court orders affecting my pension arrangements.
  - Where applicable, I authorise Curtis Banks to provide the necessary details to MoneyHelper.

### HM Revenue & Customs warning

It is a serious offence to make false statements. The penalties are severe. False statements could lead to prosecution.

### Signature

Print name

Signature of member

Date

## 6 Adviser's declaration & signature

### Declaration

#### In respect of all transfers

- I understand that you will hold my title, full name, business email address, contact details and Financial Services Register reference number and all communications to and from me on your systems for your legitimate interest in the effective administration of my client's SIPP (you should also read our Privacy Information Notice (for advisers). This can be found on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk)).
- I agree to receive details of my client's SIPP by post, fax, by email and/or the Curtis Banks secure portal.
- I confirm that I have supplied my client with the documents listed in the 'Member's Declaration' (section 5).
- The organisation detailed in section 6 accepts responsibility to ensure that instructions they or any of their employees or agents give to any appointed investment manager to purchase investments will be in accordance with the latest available Schedule of Allowable Investments. This includes the requirement not to purchase investments that would give rise to a tax charge or liability as taxable property as defined under Part 2 Schedule 29A of the Finance Act 2004. If a non-allowable investment is purchased the organisation agrees to indemnify Curtis Banks for any loss or liability, including any tax charge or penalty levied by HM Revenue & Customs on Curtis Banks, as a direct result of the plan holding such an investment.

#### In respect of Safeguarded Benefits

- I confirm that I am authorised by the Financial Conduct Authority to carry out the regulated activity in article 53E of the FCA's Regulated Activities in order to provide advice on safeguarded benefits.

#### In respect of guarantees not classed as a Safeguarded Benefit

- I can confirm that I am authorised by the Financial Conduct Authority to provide advice on these guarantees.
- I confirm that I have provided the member with appropriate advice about the proposed transfer of safeguarded benefits/guarantees to flexible benefits within a Curtis Banks SIPP, including the production of a transfer value analysis statement (TVAS) if applicable, and have given a positive recommendation to proceed with the transfer based on a clear rationale.

Print name

Signature of adviser

Firm name

Firm address

Financial Services Register  
reference number for firm

Financial Services Register reference  
number for individual (if applicable)

Date

Curtis Banks Limited,  
3 Temple Quay,  
Bristol, BS1 6DZ

T 0117 910 7910  
F 0117 929 2514  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Curtis Banks Limited is a company registered in England & Wales (registered number 06758825) and is authorised and regulated by the Financial Conduct Authority (number 492502) with its registered address at 3 Temple Quay, Bristol BS1 6DZ. SIPP GUARTIN 0923 September 2023

