

Please complete this form if you wish to transfer benefits from an existing pension arrangement into your Close SIPP. You will need to complete a separate form for each transfer.

About you

Title	<input type="text"/>
First name(s)	<input type="text"/>
Middle name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of birth	<input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Permanent residential address	<input type="text"/>
	Postcode <input type="text"/>
Your username ¹	<input type="text"/>

Transfer details ²

Scheme name	<input type="text"/>		
Administrator	<input type="text"/>		
Contact name	<input type="text"/>		
HMRC Pension Scheme Tax Reference Number	<input type="text"/>		
Transferring scheme address	<input type="text"/>		
	Postcode <input type="text"/>		
Account/Policy number	<input type="text"/>		
Estimated transfer value	£ <input type="text"/>		
Please indicate whether this is a full or partial transfer	<input type="checkbox"/> Full	<input type="checkbox"/> Partial	
Is this an Occupational transfer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are assets to be transferred in-specie (in their current form)? ³	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the transfer include a crystallised element? ⁴	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£ <input type="text"/>
If yes, please indicate the drawdown type	<input type="checkbox"/> Capped	<input type="checkbox"/> Flexi-Access	

Please note any sections that are not completed correctly may incur delays or may have to be returned to you.

As the transfer process involves us working with your previous provider, it can take several weeks to complete. To avoid any unnecessary delays, please ensure that all the relevant details are completed on the form and the declaration has been signed before returning the form.

Charges

Close Brothers Asset Management will not charge you for making a transfer but other providers may levy a charge to transfer existing investments to us.

Where you are investing in funds a platform fee is typically payable to Close Brothers Asset Management and will be calculated at the highest possible rate, excluding any promotional discount for illustrative purposes. An annual administration fee applies to the Close SIPP. Details of our charges can be found in our Key Features and Charges document.

What happens now?

1. Please complete this form and return it to us. To avoid any unnecessary delays, please ensure that you have fully completed and signed this document before returning it.
2. Upon receipt of the completed form, we will submit the request to your current provider. As we will need to work with your previous provider, the transfer process can take several weeks to complete.
3. We will add your transferred investments or cash to your account. When completed, you'll be able to view these investments online.

Please note that we are unable to accept transfers from Defined Benefit schemes or Qualifying Recognised Overseas Pension Schemes into the Close SIPP.

If you need any assistance in completing this form or have any questions regarding the application process, please contact the Investor Support Team.

¹ Your online username can be found in the top right hand corner of your online portal screen i.e. ASmith123.

² Please complete the following details of the pension arrangement you wish to transfer to your Close SIPP.

Transfer details ² (continued)

Are you currently taking an income from your existing arrangement? Yes No

Is the scheme invested in Pathway Investments? ⁵ Yes No

If you wish to take an income from these funds following the transfer, please complete our Close SIPP Drawdown Amendment Form.

Transferring stock

Stock name	Sedol/ISIN	Approximate number of units	Approximate value
Total			

Investment Pathways ⁵ Please complete this section if your transfer includes a crystallised element

How do you intend to select the investments for your plan?

Use Investment Pathways ⁶

If you intend to use Investment Pathways please select the pathway which corresponds most closely to your intentions:

- 1. I have no plans to touch my money in the next five years
- 2. I plan to use my money to set up a guaranteed income (annuity) within the next five years
- 3. I plan to start taking my money as a long-term income within the next five years
- 4. I plan to take out all my money within the next five years

Select investments without using Investment Pathways

Remain invested with your current assets

Your SIPP illustration

Once we have received and processed your transfer application we will generate a personalised SIPP illustration. This will show a potential outcome for your investment in the Close SIPP based on certain assumptions for investment returns and annuity rates. It is not a guarantee of what you will actually receive in the future and such forecasts are not a reliable indicator of future performance. The illustration will be stored in your Document Library.

³ Please note that only investments which are available within the Close SIPP can be transferred in-specie from your current arrangement. As part of the transfer process, investments which are not available will be sold and transferred as cash. Should the share class of your investment not be available on our platform, we may still be able to accept the transfer and will contact you to outline your options. You can search for your current holdings online to confirm that they are supported by our services.

Please also note that any cash held within your transferring plan will be transferred to Close Brothers Asset Management regardless of the estimated amount entered here.

⁴ If yes, please provide the value of the crystallised fund in the box provided.

⁵ Investment Pathways are funds which are designed to match specific investment objectives. Any such investments within your scheme will be labelled as Investment Pathways.

⁶ Please note Close Brothers Asset Management does not offer investment pathways and so we will be unable to proceed with your transfer request if you have chosen to use Investment Pathways. Other providers do offer Investment Pathways and you may benefit from shopping around. We recommend that you discuss your options with a regulated financial adviser. If you do not have a financial adviser, or do not wish to take financial advice, you can use the Money and Pensions Service's Drawdown Comparator which is available at www.moneyadviceservice.org.uk/

Important information

Close Brothers has given no advice as to the suitability of this transfer for your needs.

You should note that some pension arrangements may offer valuable benefits such as a Guaranteed Minimum Pension (GMP), Reference Scheme Test (RST) benefits or Guaranteed Annuity Rates (GARs). In addition some pension arrangements may allow you to draw benefits from them earlier than the standard minimum pension age or they could have an entitlement to a higher amount of pension commencement lump sum (PCLS) when benefits are drawn.

If you were to transfer from a pension arrangement that has any of these benefits then they would be lost on transfer into your Close SIPP. Please check if the pension arrangement that you are considering transferring provides any of these benefits.

By reading the information below and signing the declaration you confirm that you accept that you are solely responsible for your investment decisions, for the suitability of the transfer, for the product you have selected and that you understand the risks to your capital that are involved. We have no responsibility for determining the suitability of investments, unless we agree otherwise with you. Close Brothers Asset Management will not assess the appropriateness of your investments which means you are not eligible for the FCA's suitability protection in relation to your engagement with us.

If you are unsure about the suitability of the product/investment for your needs, the suitability of transferring, or if you are in any doubt about buying or selling shares, or anything else regarding investing, we recommend that you seek professional financial advice.

This service is provided and will be carried out in accordance with the Close Brothers Asset Management Terms and Conditions. These are the standard terms of conduct for the business and are available in the online Document Library and at closebrothersam.com/general-terms-and-conditions should you wish to review them in future. For your own benefit and protection you should read these terms carefully before signing them. Please speak call us if you have any questions regarding these.

Transfer authority – Declaration

By signing this form, I authorise the transferring scheme to release all necessary information to Close Brothers Asset Management, and accept all instructions from them to enable the transfer of funds specified in this application form to my Close SIPP.

When the payment(s) representing all of the funds under the plan specified in this application form has/ have been made to Close Brothers Asset Management, the transferring scheme will be discharged of all claims and responsibilities in respect of the plan.

I accept responsibility in respect of any claims, losses and expenses that Close Brothers Asset Management and the transferring scheme may incur as a result of any incorrect information provided by me in this application or of any failure on my part to comply with any aspect of this application.

I have read and agreed to the Close Brothers Asset Management Terms and Conditions and have read and agree to the SIPP Key Features Document, SIPP illustration and the SIPP Schedule of Fees.

- I agree I will give the Scheme Administrator any other information required in connection with my membership of the Close SIPP on an on-going basis
- I understand that my interest in the Scheme shall not exceed the value of net assets held in my Member Fund (as defined in the Rules)
- I understand that I am not entitled to any payment from the Scheme that would be an unauthorised payment under the Finance Act 2004
- I understand that I shall not do, or omit to do, anything if it would or might result in the Scheme Administrator becoming liable to pay a scheme
- I confirm that the Scheme Trustee and the Scheme Administrator can rely on information provided by the transferring scheme about me and my transferring benefits until and unless I have advised in writing that the information is incorrect
- I am aware that if my tax free cash lump sum is protected under the transferring scheme, the protection may be lost by the transfer
- I have taken financial advice if my benefits are protected
- I am resident in the UK, or a UK Crown servant or married to/in a civil partnership with a UK Crown servant, and that I have taken tax advice if I am unsure of my status. I will inform Close Asset Management Limited if my status or that of my spouse or civil partner changes.
- I confirm I will update the Scheme Administrator within 30 days of any changes to my personal details
- I agree to the Scheme Trustee and the Scheme Administrator processing my personal data in accordance with the Data Protection Act 2018, and as set out in the Close Brothers Asset Management Terms and Conditions
- The particulars specified in this transfer form and the declarations made in the Declarations are, to the best of my knowledge and belief, correct and complete

I declare that the information in this application is correct to the best of my knowledge and belief. I have read and agree to all of the full declarations, terms and conditions, key features and charges schedules that have been shared with me and agree to be bound by these. I am aware that these documents will be available can also be found in my online Document Library should I wish to review them in future.

Signature - Account Holder

Print name (BLOCK CAPITALS)

Date

To return this form, please scan and email it from your registered email address to:
investorsupport@closebrothersam.com
Or you can post it using our FREEPOST address:
'Freepost CBAM Online Investor Support'

PLEASE NOTE: This is for the attention of the Transferring Scheme ONLY.

Instructions to the transferring scheme

The above account holder has requested a transfer of their Pension to Close Brothers Asset Management.

Our SIPP scheme name	Close SIPP
Our HMRC Pension Scheme Tax Reference Number	00775873RQ
Please provide us with any discharge forms that you require to be completed by the client to enable processing of this transfer request.	<input type="checkbox"/>
or	
We enclose the relevant discharge forms completed by the client	<input type="checkbox"/>

Once the transfer is completed, please provide the details requested in our covering transfer request letter.

Failure to provide the required information in a timely manner may delay the application of funds to our policy and prevent investment actions from being taken. Full and complete information is required on receipt of the transfer.

Please send details to:

Close Brothers Asset Management, Nelson House, Gadbrook Business Centre, Gadbrook Road, Northwich CW9 7TN.

For in-specie transfers

Please re-register the holdings in the name of	Lion Nominees Limited 10 Crown Place London EC2A 4FT
With the following account designation	RB

Before an in-specie transfer can commence, we will check whether the assets to be transferred can be held via our SIPP. If there are assets which we cannot accept, we will advise you and these should be sold and transferred as cash.

For cash transfers

Please transfer the cash proceeds to the following bank account:

Account name	Close Asset Management Limited
Sort code	1 6 0 4 0 0
Account number	3 1 3 5 5 9 3 3
Reference	<input type="text"/>

If you are making a cheque payment, please make the cheque payable to '**Close Asset Management Limited**' for the benefit of the client and send to: **Close Brothers Asset Management**, Nelson House, Gadbrook Business Centre, Gadbrook Road, Northwich CW9 7TN.

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Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA) by contacting their Consumer Helpline on **0800 111 6768** or using the reporting form at www.fca.org.uk
- Report to Action Fraud on **0300 123 2040** or at www.actionfraud.police.uk
- If you're in the middle of a transfer, **contact your provider immediately** and then get in touch with MoneyHelper at: www.moneyhelper.org.uk

Four simple steps to protect yourself from pension scams

1

Reject unexpected offers

If you're contacted out of the blue about your pension, chances are it's high risk or a scam. Be wary of free pension review offers. A free offer out of the blue from a company you have not dealt with before is probably a scam. Fortunately, research shows that 95% of unexpected pension offers are rejected.*

2

Check who you're dealing with

Check the [Financial Services Register \(https://register.fca.org.uk\)](https://register.fca.org.uk) to make sure that anyone offering you advice or other financial services is FCA-authorized.

If you don't use an FCA-authorized firm, you also won't have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. So you're unlikely to get your money back if things go wrong. If the firm is on the FCA Register, you should call the Consumer Helpline on 0800 111 6768 to check the firm is permitted to give pension advice. Beware of fraudsters pretending to be from a firm authorised by the FCA, as it could be what we call a 'clone firm'. Use the contact details provided on the FCA Register, not the details they give you.

3

Don't be rushed or pressured

Take your time to make all the checks you need – even if this means turning down an 'amazing deal'. Be wary of promised returns that sound too good to be true and don't be rushed or pressured into making a decision.

4

Get impartial information and advice

[MoneyHelper \(www.moneyhelper.org.uk\)](http://www.moneyhelper.org.uk) – Provides free independent and impartial information and guidance.

[Pension Wise](http://www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise) – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options at: www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise

[Financial advisers](#) – It's important you make the best decision for your own personal circumstances, so you should seriously consider using the services of a financial adviser. If you do opt for an adviser, be sure to use one that is regulated by the FCA and never take investment advice from the company that contacted you or an adviser they suggest, as this may be part of the scam.

Be ScamSmart with your pension. Check who you are dealing with.