



# THE HARTLEY PENSION

## TRANSFER IN AUTHORITY FORM

Member Name

Scheme Number

NI No.

Please accept this form as my instruction to transfer the following pension arrangement to my Hartley Pension.

### Transferring Scheme Details

Scheme Name

Policy Number

Address

Postcode

### I wish to transfer on the following basis:

Transfer Method:

#### Cash Transfer

With this option your existing provider will sell your current holdings and transfer the cash proceeds. If you want to transfer your holdings intact, please tick the 'In Specie' option.

#### In Specie Transfer

Transferring an asset 'in specie' means transferring your underlying holdings as they are, without having to sell and repurchase them. This means you will remain invested throughout the transfer process. You should note, however, that there will be a short period when you will not be able to sell your holdings.

Transfer Amount:

#### Full Transfer

With this option you will transfer the entire value of your existing pension.

#### Partial Transfer

With this option you will only transfer part of your pension rights from another registered pension scheme, leaving the remaining rights in your other scheme.

Please specify amount to be transferred:

(Required for full and partial transfers)

**Important Note:** Where you are requesting an In Specie transfer it is your responsibility to check with the ceding scheme that assets can be transferred In Specie.

Please return completed form to:

Hartley Pensions Ltd, 5th Floor, 25 Marsh Street, Bristol, BS1 4AQ. Authorised and regulated by the Financial Conduct Authority 735936 and registered in England and Wales 094695576. T:0117 316 9991 E: admin@hartleysas.co.uk W: www.hartleypensions.com



**Type of scheme you are transferring from (Please tick all that apply):**

Retirement Annuity	<input type="checkbox"/>	Self Invested Personal Pension	<input type="checkbox"/>	Small Self Administered Scheme	<input type="checkbox"/>
Buy out 'S32'	<input type="checkbox"/>	Personal Pension	<input type="checkbox"/>	Defined Benefit Occupational	<input type="checkbox"/>
Statutory scheme	<input type="checkbox"/>	Free standing AVC	<input type="checkbox"/>	Defined Contribution Occupation	<input type="checkbox"/>

**Please confirm the following:**

- I have not received any benefits from the transferring scheme  
OR  
 I attach a statement of benefits I have received from the transferring scheme  
 If the transfer is from a scheme with a retirement age below 55, I attach a certificate showing the retirement age  
 I intend to immediately draw benefits from the proceeds of this transfer

Do any of the funds that you are transferring relate to pension benefits you have received from an Ex Spouse or Civil Partner on divorce or dissolution of a Civil Partnership? Yes  No

Are the proceeds from this transfer currently subject to a bankruptcy order? (If yes please provide further information) Yes  No

Does the transferring scheme hold any safeguarded benefits Yes  No

If the transferring scheme is either a defined benefit or has any form of safeguarded benefits then full regulated advice will be required before the transfer can be accepted. Please refer to the transfer guidance notes for further details.

I understand that Hartley Pensions Limited may use a third party to request the transfer of the above arrangement and I give my authority for them to release any information in respect of this transfer to the appointed party.

**It is a serious offence to make false statements and doing so could lead to prosecution.**

In respect of pension arrangements made on my behalf now or at any time in the past, I hereby authorise any competent person to provide information relevant to my pension arrangements to Hartley Pensions Limited, on presentation of this letter or a facsimile of it.

Name

Of

Address

Signature

Date

**Please note that the transfer cannot be processed unless this form is fully completed.**

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