

## Authorisation to transfer pension savings to Smart Pension Master Trust (Smart Pension)

### Please read this important information before proceeding:

We do not accept individual transfer payments if the value being paid in is less than £100. In addition, we don't accept transfers if your old plan has specific guarantees.

For example, if your old plan:

- has a guaranteed annuity rate
- has a guaranteed minimum pension
- has a with-profits investment
- provides a defined benefit pension to you

This is because you may be giving up certain benefits by transferring.

We recommend that you talk to a financial advisor before making your decision. To find an adviser in your area, you can visit [www.unbiased.co.uk](http://www.unbiased.co.uk).

## 1. Transferring scheme information

Details about the scheme that is transferring your pension savings to us.

<b>Full name of the scheme</b>	
<b>Address of scheme</b>	
<b>Name of current pension provider</b>	
<b>Type of pension scheme (If known)</b>	
<b>Your pension policy/membership number</b>	
<b>Transfer value amount (If known)</b>	
<b>Does this represent the full value of the pension scheme/policy?</b>	Yes/No (please circle)
<b>Is the pension scheme subject to any existing or proposed bankruptcy orders or other receiving orders?</b>	Yes/No (please circle) [If yes, provide relevant details]
<b>Is your entitlement in the pension scheme subject to any existing or proposed earmarking or pension sharing orders?</b>	Yes/No (please circle) [If yes, provide relevant details]

## 2. Your information

<b>Full name</b>	
<b>Date of birth</b>	
<b>Email address</b>	
<b>Current postal address</b>	
<b>Previous address(es)</b>	
(If you've moved since the policy was taken out)	
<b>National Insurance number</b>	
<b>Current employer name</b>	
<b>Smart Pension account number</b>	
<b>Name of Smart Pension scheme</b>	

### 3. Member declaration

I instruct the transferring scheme to transfer the value of my pension scheme/policy(ies) as listed in the transferring scheme information section above directly to the Smart Pension Master Trust and to provide any instructions and/or discharge documentation required by any relevant third party to do so.

I authorise the Smart Pension Master Trust, the transferring scheme, any contributing employer and any financial intermediary named in this document to obtain from each other, and release to each other, any information and documentation that may be required to enable the transfer of sums and assets to the Smart Pension Master Trust.

I accept that in order to comply with Regulatory obligations, my current provider and the receiving provider 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 confirm that I have read and understood the information that Smart Pension provides on transfers, in particular, the document entitled 'A guide to transferring your pension'. And that my pension savings are being transferred from a source which is not currently excluded by Smart Pension. I confirm that I wish to proceed with the transfer to the Smart Pension Master Trust.

I understand that my pension savings transferred to the Smart Pension Master Trust will be invested in the same way as my pension savings currently in my Smart Pension account and that if I wish I can change the investment option used after the transfer payment has been received by the Smart Pension Master Trust. I also understand that the pension savings transferred to Smart Pension will be invested in line with the existing terms and conditions of that scheme.

Until this application is accepted and complete, Smart Pension's responsibility is limited to the return of the total payment(s) that may have been received back to the transferring scheme.

When payment is made to the Smart Pension Master Trust as instructed, this means that I shall no longer be entitled to receive pension benefits from the pension scheme/policy(ies) listed in the transferring scheme information section where the whole of the pension scheme/policy(ies) is transferring or that part of the pension scheme/policy(ies) represented by the payment(s) if only part of the pension scheme/policy(ies) is transferring.

I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Smart Pension and the transferring scheme may incur as a result of any incorrect, untrue, or misleading information included by me in this document, or given by me, or on my behalf, or of any failure on my part to comply with any aspect of this request for a transfer payment. This includes where I have been asked to provide any original pension scheme/policy document(s) in return for the transfer of funds to Smart Pension and I am unable to do so.

Which of these statements apply to the pension savings you are transferring to Smart Pension?	Tick to confirm
My savings are already entirely in drawdown	<input type="checkbox"/>
My savings are already partially in drawdown	<input type="checkbox"/>
My savings are not in drawdown	<input type="checkbox"/>

<b>Your signature</b>	
<b>Date</b>	

## 4. Return this form

Once completed, please send this form and details about your previous scheme benefits to Smart Pension:

- by email: to [transfers@smartpension.co.uk](mailto:transfers@smartpension.co.uk) (please type in the Subject Heading: "Transfer-In – (Your Name) – (current Employer Name)", or
- by post: to **Smart Pension Limited, 19 Oxford Point, 13 Oxford Road, Bournemouth, BH8 8HA.**

## 5. Data protection

We will hold and use your personal data so that we can administer the scheme and provide you and your dependants with the correct benefits. We will do so in accordance with data protection legislation. For more information about how we use your personal data, see our privacy policy at [www.autoenrolment.co.uk/privacy-policy](http://www.autoenrolment.co.uk/privacy-policy).

## 6. Notes

If your previous pension scheme/provider does not use the electronic platform Origo Options, we may also require discharge forms from them or a full transfer pack.

The Smart Pension Master Trust is authorised and supervised by The Pensions Regulator. It is registered with TPR PSR number 12011089 and HMRC PSTR number 00820230RM. The trustee of the Smart Pension Master Trust is EC2 Master Limited, registered office 40 Eastbourne Terrace, London W2 6LG.