



SIPP

Transfer Out Request Form

July 2025

# Important Note

Please complete this form as fully as possible using BLOCK CAPITALS and dark ink. Incomplete forms will cause delays in processing the transfer requested.

This form requires the signature of the member transferring out / switching and must be received via the member's registered financial adviser or from the member directly.

## Personal Details

Member Name

SIPP Number

Member Date of Birth

Member Address

Postcode

Member Telephone Number

Member Email Address

National Insurance Number

## Reason for Transfer

<input type="checkbox"/> Fees	<input type="checkbox"/> Investment Options	<input type="checkbox"/> Service	<input type="checkbox"/> Retirement options
<input type="checkbox"/> Other, please provide details			

## Receiving Scheme Type

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A registered pension scheme under Part 4 of the Finance Act 2004

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A recognised overseas pension scheme as defined by HMRC under Part 4 of the Finance Act 2004

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An employer financed retirement scheme as defined by HMRC under Part 4 of the Finance Act 2004 (provide details)

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## Receiving Scheme Details

Receiving Scheme Name

Receiving Scheme Policy Number

Receiving Scheme Address

Postcode

Telephone Number

Contact Name/Department

PSTR Number

## Please confirm how the existing investments are to be dealt with

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Please sell all of my investments prior to transfer <sup>1</sup>

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Please transfer all my investments in specie <sup>2</sup>

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Please deal with each asset on an individual basis, selling or transferring as per instructions below <sup>3</sup>

<sup>1</sup> We will take this form as an instruction to immediately upon receipt sell all liquid assets, once all of our requirements have been met.

<sup>2</sup> Please note that an in specie transfer of assets can be a complex process involving several parties and may take some time to complete.

<sup>3</sup> Unless otherwise instructed we will take this form as an instruction to immediately upon receipt sell all liquid assets, once all of our requirements have been met.

Further documentation may be required to facilitate the sale of investments or in-specie transfers. Alltrust Services Limited will ensure that all in-specie assets have been transferred before making any cash payments to the new scheme, so monies may sit in cash for some time whilst the In Specie completes.

## Investments to be sold prior to transfer\*

Name of investment provider	Fund Name	Policy/Plan Number	Amount in £ or %
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Appropriate discharge documentation for each specific asset may need to be completed and signed by yourself.



## Investments to be transferred in-specie

If an in specie transfer is required Alltrust Services Limited will proceed with the transfer of the investments and will ensure that all in-specie assets have been transferred before making any cash payments to the new scheme.

It is likely that further documentation will be required to facilitate the sale of investments or in specie transfers. An in specie transfer of assets can be a complex process involving several parties and may take some time to complete

Please detail in the table below the assets which are to be transferred in-specie, not including commercial property:

Full Name of Asset

Reference / Policy Number

Please note that it might not be possible to partially transfer an asset in-specie. If any of the above assets are to be partially transferred in-specie, please provide further details below:

## Commercial Property

If you hold a commercial property investment, is this to be sold prior to transfer?

Yes <sup>1</sup>

No <sup>2</sup>

<sup>1</sup> If yes, our Property Team will issue a Property Sale Information Schedule for your completion and return upon receipt of this form.

<sup>2</sup> Please note if a property is being transferred in-specie, Alltrust Services Limited will not transfer any other investments or cash until the property has been transferred. Unless otherwise instructed any disinvestments listed above will be placed immediately upon receipt of this form. This means, unless instructed otherwise, monies will be held in cash until the Property transfer has completed i.e. could be held out of market for an extended period.

Please provide details of the solicitor who will be acting on behalf of the SIPP to process the property transfer:

Contact Name

Company Name

Address

Postcode

Telephone

Email Address

## Payment of income withdrawal

Subject to sufficient funds, we will continue to pay benefits from the scheme until the final asset is transferred to the new provider unless you advise to the contrary.

Please use this box to provide any amended instructions regarding the payment of benefits:

An unauthorised payment may occur if the receiving scheme provides you with benefits other than in accordance with UK pension legislation, or involves inducements to transfer for example, in the form of cash, assets, additional rights or benefits in kind. HMRC may charge you tax of up to 55% on unauthorised payments and the transferring scheme tax of up to 40%. If you are in any doubt about whether the transfer is an unauthorised payment, please seek advice from a suitably qualified financial adviser.

# Member transfer out due diligence

In the interest of preventing pension liberation and fraud, we are required to carry out further checks concerning the transfer. Please answer the following questions. Based on your answers, and where we believe risks may apply, we will provide you with more information about how these risks may apply to you.

1. Is the transfer to an authorised Master Trust, a public service pension scheme or an authorised collective defined contribution scheme (CDC)?

Yes      No

2. Is the transfer to your employers pension scheme?

Yes      No

If Yes please supply a recent (within the last month) payslip or a letter on headed paper from your employer confirming you are employed by them.

3. Is the transfer to a Recognised Overseas Pension Scheme (ROPS or QROPS)?

Yes      No

If Yes please provide evidence of your residency outside of the UK ie formal residency documents and 2 other sources of written evidence e.g bank statement, utility bill but not mobile, letter from UK government or local government etc

4. Did someone advise or recommend that you consider a pension transfer?

Yes      No

5. Were you first approached by email, text, phone call, letter or through social media (for example Facebook or LinkedIn) or in person?

Yes      No

a) If yes, were you expecting the contact? Yes      No

b) Was the person known to you, for example your employer or someone working for the scheme, or an alternative pension scheme? Yes      No

c) Did you give prior consent for them to contact you, for example, through an online contact form? Yes      No

d) Did you search or make your own enquires about the alternative pension scheme? Yes      No

6. Who contacted you and do you know them?

a) If yes, how do you know them and where from?

7. Did someone offering regulated financial advice or representing a firm contact you?

Financial adviser: Yes      No

a) What is their name?

b) What is their business address?

c) What is their Financial Conduct  
Authority registration number?

Representative of firm: Yes      No

d) What is the name of the company  
they represent?

## Member transfer out due diligence (continued)

e) What is the address of the company?

f) What is their website address?

8. Are you working with a financial adviser or firm based outside the UK?

Yes

No

If yes:

a) What is the name of the adviser or firm?

b) What is their address?

c) Who are they registered with in order to provide financial or pension transfer advice?

d) Is this the first time you have dealt with this adviser or firm?

Yes

No

If no:

e) What is your previous relationship them?

9. When contacted were any of the following terms used by those who approached you?

a) an offer of 'a free pension review';

b) early access to cash, access to some or all of your pension savings before age 55 (normal minimum pension age), or a savings advance;

c) cashback from your pension savings or a loan;

d) a 'time limited' offer; or

e) legal loopholes, which you use and take advantage of in the event of your death under the current pension, your relatives would lose your pension fund

10. Do you feel you were put under any pressure to make a quick decision about the transfer?

Yes

No

a) Was a courier sent to your address to collect signed documentation?

Yes

No

b) Were there any repeat phone calls / texts / emails?

Yes

No

11. Are you aware of how or where your money will be used or invested?

Yes

No

If yes:

a) Where do you expect the money to be invested?

b) Have you been promised a specific or guaranteed rate of return once you transfer?

Yes

No

## Member transfer out due diligence (continued)

c) Have you been provided with any written information about the investments, rates of return or what the fee structure will be? Yes No

d) Will your money be invested overseas? Yes No

If no:

a) What information have you been provided with about the investments or the structure of the investments?

12. Are any of your investments subject to an exit penalty if you wish to access or transfer the investments within an agreed period of time (for example within five or ten years)?

Yes No

a) What is the penalty and when will have to be paid?

13. Do you know what the costs and charges are for your new arrangement?

If yes:

a) What are they?

b) Are fees applied to the transfer? Yes No

c) Are there fees to join the investment? Yes No

d) What charges are applied to your savings while they are invested, for example this can be a fixed fee or a percentage of the total sum invested?

e) Are there any other extra charges that can apply to your savings? Yes No

### Notes:

- 1) An unauthorised payment may occur if the receiving scheme provides the transferring member with benefits other than in accordance with UK pension legislation, or involves inducements to the transfer for example in the form of cash, assets, additional rights or benefits in kind. HM Revenue & Customs (HMRC) may charge the member tax of up to 55% on unauthorised payments. If you are in any doubt about whether the transfer is an unauthorised payment please seek independent financial advice.
- 2) For the pension scheme to benefit from tax relief it must be registered with HMRC and an Administrator appointed. HMRC may assume the Administrator to be fit and proper to carry out that complex role when registering the scheme but may subsequently de-register the scheme if they find the Administrator is not fit and proper. De-registration of your pension scheme would incur tax penalties on you. You should therefore satisfy yourself that your new scheme Administrator is fit and proper. Further guidance can be found at: <http://www.hmrc.gov.uk/pensionschemes/fitproper-guidance.pdf>
- 3) Alltrust may carry out additional checks as part of our obligation to help prevent pension scams. The transfer will not be made until all necessary checks have been carried out and are satisfactory. Where necessary we may report our findings to relevant authorities such as the Pensions Regulator, Financial Conduct Authority, HMRC and the National Crime Agency.

### Be Scam Vigilant

Scams are more prevalent than ever with greater reliance on the use of emails, texts and social media which has led to life changing consequences for pension savers suffering significant losses, where scammers pretend to be a regulator or a financial service or have simply stolen your credentials. Plus of course the traditional 'too good to be true' scams where even 'trusted' financial advisors are offering unrealistic returns, poorly aligned opportunities and outcomes, or avoiding/evading tax; where investments are lost for good, and you may have a large tax bill on top. Please see this FCA campaign called ScamSmart - <https://www.fca.org.uk/scamsmart> and our website on current threats and what to look out for.



# Member Declaration

I request and consent to the transfer set out in this form.

I confirm that the purpose of the transfer is to provide me with relevant pension benefits under the receiving pension scheme and that neither I nor anyone connected with me will derive any other benefit, whether directly or indirectly from the pension fund, as a result of the transfer taking place.

I am not aware of any reasons for the transfer to be considered an unauthorised payment under the Finance Act 2004.

By signing this declaration, Alltrust Services Limited is authorised to release details about the transfer from my SIPP and the subsequent application of benefits to the receiving scheme.

The payment I have requested discharges Alltrust Services Limited and Alltrust SIPP Limited liability in respect of the transferred funds.

I understand that in the interest of preventing pension liberation fraud further checks may be made by Alltrust Services Limited, who may be in contact to request further details of the proposed transfer.

I have read the enclosed The Pensions Regulator Booklet found at: [https://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/16423\\_pensions\\_consumer\\_leaflet\\_screen.ashx](https://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/pdf/16423_pensions_consumer_leaflet_screen.ashx). I understand that in the interest of preventing pension liberation fraud, further checks may be made by Alltrust, who may be in contact to request further details of the proposed transfer.

Please tick the statement below which applies to you:

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I have taken advice from a suitably qualified Financial Adviser with regard to this transfer.

I enclose a copy of the advice report concerning this transfer, have considered the impact on any protection I may have and agree with the contents of the report.

Please note if the advice report is provided separately it must be countersigned by yourself or accompanied by a statement confirming you have read and agree with its contents.

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I have not taken advice from a suitably qualified Financial Adviser with regard to this transfer and have considered the impact on any protection I may have and wish to proceed without advice. NOTE: There will be additional requirements if proceeding without taking advice from a suitably qualified Financial Adviser.

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Print Name

Signature

Date Signed

## Additional notes and important information

Alltrust requires members to obtain regulated financial advice for certain pension transactions, including but not limited to benefit crystallisation, the transfer of pensions into or out of your Alltrust pension, and the transfer or purchase of non-standard investments, unless the member has been formally assessed and accepted as a Knowledgeable Investor by Alltrust.

Where advice is required, it must be provided by a suitably qualified and regulated financial adviser. That adviser must have a signed agreement with us, except in the case of transfers out, where they must simply hold the appropriate regulatory permissions. This requirement is in place to ensure decisions are made in the best interests of our members and in line with regulatory expectations.

Alltrust reserves the right to decline any instruction that does not meet this requirement.

If you are unsure whether advice is required for your specific request, please contact us before proceeding.

Alltrust Current Terms of Business are available to view on our website.

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