

## SIPP Transfer in from money purchase/defined contribution scheme

Please complete this form to request a transfer into your SIPP with Curtis Banks. If you are submitting an advised application you will need to complete every section in this form. If you are an unadvised client, please skip section 8.

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

### 1 Client's personal details

#### 1.1 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 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 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk).

### 2 Client's personal details

#### 2.1 Client's details

Client's SIPP number

Client's name

Phone number

Email address

#### 2.2 Money Purchase Annual Allowance (MPAA)

Have you triggered the Money Purchase Annual Allowance in another registered pension scheme?	Yes	No
	If yes, please confirm the date of your trigger event, and the name of the pension scheme where it occurred:	
	Date	
	Name of pension scheme	

### 3 Receiving guidance or advice

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

#### 3.1 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 0370 414 7000 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.

#### 3.2 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.

[Please go to section 4.](#)

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.

### 4 Transfer details

#### 4.1 Scheme details

Full name of scheme to be transferred

Type of scheme being transferred for example: PP, EPP  
Contact name

Contact number

Address

Transfer value (or estimate) £

Policy/account number (if applicable)

HM Revenue & Customs reference number

Is this the full value of the plan?

Yes      No

Are any benefits already in drawdown under the plan?

Fully crystallised\*

Partially crystallised\* [Please confirm the separate values below.](#)

Uncrystallised transfer value (or estimate) £

Crystallised transfer value (or estimate) £

Fully uncrystallised

## 4.1 Scheme details (continued)

\* For Fully crystallised and Partially crystallised, please ensure you have read and answered the relevant questions in sections 5 and 6. For a transfer where the funds have been partially crystallised, please also provide a breakdown of the crystallised and uncrystallised funds.

If fully crystallised or partially crystallised, please provide your P45 once supplied by your existing scheme. If you wish to receive income payments from the plan once transferred, please complete the 'Income Request Form' which is available at [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) and return to our offices.

## 4.2 Assets to be transferred

<p>If you are aged 50 or over and transferring in uncrystallised funds, are you intending on taking any benefits within 3 months of this transfer?</p>	<p>Yes <a href="#">If yes, please complete section 5.</a></p> <p>No</p>
<p>Is the plan a defined benefits scheme or a scheme with safeguarded benefits, other guarantees or promises?</p>	<p>Yes          No</p> <p><a href="#">If "yes", please complete a Transfer of Safeguarded or Guaranteed Benefits into a SIPP Form instead.</a></p>
<p>Is this an in-specie transfer (i.e. does the transfer consist of assets other than cash)? If yes, please list the types of assets and their transfer values**</p>	<p>Yes          No</p>

**\*\*If transferring an investment portfolio or a directly-held asset, please also provide the ISIN and SEDOL code for each fund. These can be obtained from the investment manager. Without the above items, the in specie transfer cannot proceed.**

## 4.3 Additional scheme details

Transfer payment method*	BACS	CHAPS
* Payments requested by CHAPS may incur an additional charge.		
<p>Is the transfer a credit as a result of a Pension Sharing Order?</p>	<p>Yes</p>	<p>No</p>
<a href="#">If "yes", please provide copies of the Pension Sharing Annex and Decree Absolute.</a>		
<p>Have you received advice from a regulated financial adviser in respect of the transfer?</p>	<p>Yes</p>	<p>No</p>
<p>Is the transfer in respect of death benefits?</p>	<p>Yes</p>	<p>No</p>
<p>Is the transferring scheme subject to a Protected Pension Age?</p>	<p>Yes</p>	<p>No</p>
<p>Is the transfer part of a block transfer?</p>	<p>Yes</p>	<p>No</p>
<p>If yes, please provide details of any protected tax-free lump sum entitlement, minimum pension age etc which is being preserved by the block transfer</p>		

## 5 Risk warnings

Please note: this section should be completed by:

- clients aged 50 or over who are transferring in uncrystallised funds and taking benefits within 3 months of the transfer
- all drawdown transfers

Please answer the following question.

Prior to applying to transfer benefits have you taken advice in relation to the transfer from a regulated financial adviser?

Yes [please go to section 6.](#)

No\* [please answer the below questions to highlight the risks of transfers and flexi-access drawdown.](#)

\* Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Curtis Banks on an execution-only basis on making the application to take benefits under flexi-access drawdown. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).

The Financial Conduct Authority requires us to make sure you have considered the potential risks of accessing your pension benefits. We are required to ask questions about your circumstances, so that we can provide warnings about the risks which might apply to you.

Once we have received your answers to the below questions, we will send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your request until we have received this signed declaration. We can accept copies by secure message, or by post to Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ if this is more convenient for you.

[Please note that this exercise is only intended to highlight potential risks - your answers won't affect your options.](#)

### Investment scams

Some investment scams encourage people to withdraw money from their pensions in order to invest elsewhere. For example, they may offer unusually high rates of return, special offers, or there may be pressure to act quickly. The schemes can appear very genuine, but you risk losing some or all of your money. Are you aware of how to protect yourself from investment scams?

Yes                      No/unsure

### Health

Annuities provide a guaranteed income for life and although the return may appear low, if your life expectancy is reduced because of poor health you may qualify for enhanced annuities which pay better rates. Are there aspects of your health or lifestyle which could make you consider whether you are potentially eligible for a better value annuity?

Yes                      No/unsure

### Inflation

When planning your long term income needs you need to take into account future inflation, which will erode the buying power of your money. For example, if inflation is 2% p.a., £1 today will be worth 82p in 10 years time. If you are planning to take a level of income or a large lump sum from your pension, do you understand that inflation will erode the value of what will be available for you in the future?

Yes                      No/unsure

### Debt

Are you aware that money taken from your pension could be available to creditors in respect of any unpaid debts you might have?

Yes                      No/unsure

### Benefits

Are you aware that taking money from your pension could affect your entitlement to means-tested benefits?

Yes                      No/unsure

### Ongoing income

Any money taken from your pension now will reduce the amount that may be available to you in the future. Are you expecting this pension to provide you with income for the rest of your life?

Yes                      No/unsure

### Contributions

The annual allowance is the maximum amount you, or anyone on your behalf, can contribute to our pensions each year without incurring a tax charge. It is currently £60,000. If you take income whilst in flexi-access drawdown, your annual allowance for 'money purchase' pensions, such as your SIPP, will be reduced to £10,000. Are you, or anyone on your behalf, likely to contribute more than £10,000 to money purchase pensions in the future?

Yes                      No/unsure

### Further investment

If you withdraw money from your pension to invest elsewhere, the charges on the new investments may differ from the charges applicable to your pension. The new investments are also likely to be subject to income tax and capital gains tax, whereas investments in your pension are exempt from these charges. If you plan to invest your money elsewhere, do you understand the difference in charges and how this could affect the value?

Yes                      No/unsure

### Tax

Aside from your tax-free lump sum entitlement, any money you take from your pension is taxed as income. It is added to any other taxable income you receive during the tax year, and might push you into a higher tax bracket. It is also possible that the tax we deduct from any payments is not the final amount due: you may need to pay additional tax at the end of the year. Are you confident that you fully understand the tax implications of the option you've chosen?

Yes                      No/unsure

### Shopping around

There are several ways in which you can access your pension savings. Different products, with different options and charges, are available from various providers. We recommend that you research the options available to you. Are you happy that you've researched your options and have made an informed choice?

Yes                      No/unsure

### Beneficiaries

When you die, the remaining money in your pension can pass to beneficiaries, such as a spouse or other family members. Any money you take from your pension will reduce the amount which may be available to them on your death. Are you relying on this pension to provide for your beneficiaries when you die?

Yes                      No/unsure

## 6 Investment Pathways

The Financial Conduct Authority requires us to make sure you have considered the potential risks of holding more than half of your pension in cash and/or cash like assets. Examples of cash like assets are funds which are held in a current or deposit account and certain Government bonds.

We are required to ask questions about your investment intentions, so that we can provide warnings about the risks which might apply to you. Once we have received your answers to the below questions, if required, we may send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your drawdown transfer request until we have received this signed declaration. We can accept copies by secure message, or by post to Curtis Banks, 3 Temple Quay, Bristol, BS1 6DZ if this is more convenient for you.

Please answer the following question.

Have you confirmed in section 4.1 that you are transferring funds in drawdown to your Curtis Banks plan?

Yes [Please answer the following two questions.](#)

No [Please go to section 7.](#)

Prior to applying to transfer in these benefits have you taken advice in relation to capped drawdown or flexi-access drawdown from a regulated financial adviser?

Yes

No [Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Curtis Banks on an execution-only basis on making the application to take benefits under capped drawdown or flexi-access drawdown. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration\(s\).](#)

Prior to applying to transfer benefits in capped drawdown or flexi-access drawdown, have you received a personal recommendation from a regulated financial adviser in relation to how to invest the funds in your pension?

Yes [Please provide details of the adviser who provided you with advice on the investments in your pension.](#)

Full name of regulated organisation

Name of authorised individual

Financial Services Register reference number for individual

[Please continue to section 7.](#)

No. [Please answer the below question in relation to the investments in your pension.](#)

Investment Pathways is a process defined by the Financial Conduct Authority to assist individuals in selecting investments for their drawdown funds. More information on Investment Pathways can be found on the MoneyHelper website [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk), or you can telephone 0800 011 3797.

Please select one of the below 3 options to confirm how you wish to select the investments for your pension:

Option 1 Use Investment Pathways

Where you have selected option 1, please select one of the below Investment Pathway options that corresponds most closely to your current intentions:

I have no plans to touch my money in the next 5 years

I plan to use my money to set up a guaranteed income (annuity) within the next 5 years

I plan to start taking my money as a long-term income within the next 5 years

I plan to take out all my money within the next 5 years.

Option 2 Select investments without using the Investment Pathways

Option 3 Remain invested within your current investments in your existing pension, if you have one

---

Please note: Curtis Banks does not offer Investment Pathways, so we will be unable to proceed with your application if you have selected option 1. We recommend that you discuss your options and your personal circumstances with a financial adviser. If you do not have a financial adviser, you can visit the MoneyHelper website [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk), or you can telephone 0800 011 3797

---

## 7 Client's declaration

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.

### Declaration

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

- 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 8 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 4 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.
  - 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 4 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.
- 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 understand that Curtis Banks will not request any in specie transfer until all of the information requested in the in specie transfer schedule has been provided and an account with my nominated investment manager has been established.
- I wish for the pension scheme benefits detailed in section 4.1 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.
- The transfer will be used to provide benefits under my SIPP administered by Curtis Banks, in accordance with the Rules of the SIPP.
- 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.
- I understand that if I hold Enhanced or Fixed Protection and make a single or regular contribution, or transfer funds into a newly opened pension there are circumstances under which this protection will be lost and the standard Lump Sum Allowance (LSA), Lump Sum and Death Benefit Allowance (LSDBA), and Overseas Transfer Allowance (OTA) will apply to my pension benefits.

## 7 Client's declaration (continued)

### Declaration for crystallised transfers

- I understand that a crystallised arrangement can only be transferred in full and not in part.
- I accept that an additional arrangement under my plan is set up to allow the continuation of drawdown income. Each separate crystallised arrangement transferred in must be maintained separately and will incur its own set of drawdown fees as stated in the Schedule of Fees.
- I understand that a crystallised arrangement can only be transferred in full and not in part.
- I accept that an additional arrangement under my plan is set up to allow the continuation of drawdown income. Each separate crystallised arrangement transferred in must be maintained separately and will incur its own set of drawdown fees as stated in the Schedule of Fees.
- I understand that where I have elected to take income this will be apportioned equally across the whole drawdown arrangement, and i cannot elect to take income from funds that were crystallised at a specific date.
- I accept that:
  - no tax-free lump sums are available from the crystallised funds transferred into the new arrangement(s) at any time;
  - no contributions or crystallised transfers may be made to a crystallised arrangement;
  - any further crystallised transfers will require the establishment of a new arrangement for each transfer;
  - if I receive income from a flexi-access drawdown arrangement, I will trigger the Money Purchase Annual Allowance, if I have not already done so.

### HM Revenue & Customs warning

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

Print name

Signature of client

Date

When completed, this form together with any supporting documents should be returned to:

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

Alternatively, we can also accept the form via [Secure Message](#).

## 8 Adviser section

This section should be completed by an FCA regulated UK adviser/intermediary.

### 8.1 Adviser's details

Name of authorised individual

Full name of regulated organisation

All required non-regulatory correspondence will be sent to this address. Copies can also be sent to the client at their request.

Contact address

Work

Telephone numbers

Email address

Financial Services Register reference number for organisation

Financial Services Register reference number for individual

If the regulated organisation is an appointed representative or part of a network, please give details below.

Name of principal or network

Financial Services Register reference number for principal or network

### 8.2 Crystallised transfers advice given

Please complete the below declaration for all crystallised transfers.

Did you advise your client specifically to transfer crystallised benefits to Curtis Banks?

Yes No

Have you provided your client with a personal recommendation in relation to how to invest the funds in their pension?

Yes No

### 8.3 Adviser's declaration and signature for all transfers

Please complete declaration for ALL transfers.

#### Declaration

- 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 'Client's Declaration' (Section 7).
- I confirm that I have verified that all relevant literature including this application is the latest available version. To check, please visit [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).
- I confirm that I have the appropriate authorisation to sign this declaration for the organisation detailed in section 8.1.
- The organisation detailed in section 8.1 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.
- Where an initial adviser charge is to be paid, the organisation detailed in section 8.1 ("we/us") agrees in the event of any overpayment of any adviser charge in error, to inform Curtis Banks and repay the sum promptly in any event no later than 2 working days. Until the sum has been repaid in full, it shall be due and payable as a debt. Curtis Banks are entitled to set off any sums owed to them by us against any other sum payable by any member of the Curtis Banks Group of companies to us.

Signature

Name

Position in organisation

Signed

Date





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

T 0370 414 7000  
F 0117 929 2514  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

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

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 Dunn's House, St Paul's Road, Salisbury, SP2 7BF. SIPP TIN 0624 June 2024

