

## In specie transfer schedule

For use with Your Future SIPP, MasterSIPP, SimSIPP, SmartSIPP and Suffolk Life SIPP.

### 1 Accessing our services

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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 SIPP Support Team on 0370 414 7000 or [sippsupportteam@curtisbanks.co.uk](mailto:sippsupportteam@curtisbanks.co.uk).

### 2 Client details

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What is your relationship to the client?

Client name

Full name of transferring scheme

Plan number or application ID

### 3 Our requirements

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Please complete the table below with a list of the assets that are to be transferred to Curtis Banks. If an asset has holdings in underlying investments, please provide us with details of each of the underlying investments. We require SEDOL numbers to identify the exact asset that is to be transferred. If the asset doesn't have a SEDOL number please provide us with an ISIN number. If the asset does not have either a SEDOL or ISIN, we will require a prospectus or brochure for the asset.

If you're not sure whether an asset can be accepted, please contact our Investment Operations team on 0370 414 7000 or by email to [investmentcontrol@suffolklife.co.uk](mailto:investmentcontrol@suffolklife.co.uk)

For SmartSIPP only:

We will only hold a fund directly with the fund provider if it cannot be held by the appointed investment platform provider or by an execution only stockbroker. Please complete as "Direct".

For SimSIPP only:

All investments must be held by an Investment Partner.

Where information provided is not correct and complete, we reserve the right to charge for additional work on a time cost basis as per the relevant schedule of fees. For example, this includes the need to request information directly from the current scheme because it has not otherwise been provided.

### 4 What we will do next

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Once we have received this completed list, we will check that we can accept each asset:

- If we need more information in order to complete our assessment, we may contact you to request a copy of the prospectus for the asset.
- If we're unable to accept any of the assets, or we have identified that an asset cannot be held in the location that you've specified, we will contact you to discuss how to proceed.
- If it is unclear where an asset should be held within the Curtis Banks plan, we will ask you to confirm where the assets should be held.

Once we've verified that we can accept all the assets in the locations that you've chosen, we will contact the current pension provider to arrange the transfer.



Curtis Banks Pensions,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 414 7000  
F 0370 414 8000  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

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

Curtis Banks Pensions is a trading name of Suffolk Life Pensions Limited.

Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. SL027.202408 August 2024

