



GROUP STAKEHOLDER PENSION PLAN

Transfer payment application form

You'll need to complete this application form to apply a transfer payment to your existing Retirement Solutions Group Stakeholder Pension Plan with Royal London.

1 Important information

Please read this section carefully before completing this application form.

- Please use BLOCK CAPITALS and black ink when completing this application form.
- You'll need to complete this form if you want to apply a transfer payment to your existing plan.
- If you want to apply an additional regular contribution and/or a single contribution to your plan, you'll need to complete the [Group Stakeholder Pension Plan Additional contribution application form](#).
- If we receive your transfer payment before we are satisfied that we have all the information we need to apply it, we'll not invest your transfer payment for the first 30 days. If after 30 days we have not received all the information we need to apply it, we'll invest your transfer payment as detailed in the [Group Stakeholder Pension Plan booklet](#).
- You should keep a copy of this application form and any additional information you send to us. You can request a copy of the completed application form and the Plan booklet detailing the terms and conditions of your plan at any time.

2 Your details

Please complete this section with your details.

Name of your employer's group stakeholder pension plan	<input type="text"/>		
Your employer's group stakeholder pension plan number	<input type="text"/>	Your plan number	<input type="text"/>
Forename(s)	<input type="text"/>	Surname	<input type="text"/>

3 Money purchase annual allowance (MPAA)

Please read this section carefully and then complete it with details about your other pension plans.

If you're over 55 and have taken benefits from another pension plan you need to tell us as this may trigger the money purchase annual allowance (MPAA).

Have you previously triggered the money purchase annual allowance? (MPAA)

Yes No

If 'Yes', when was this triggered?

You can find out more information about the MPAA within the [key features document for your employer's group stakeholder pension plan](#).

4 Transfer payment

Please complete this section with information about the transfer payment you want to apply to your plan.

Please provide the details of the scheme where the transfer payment is coming from. You'll find these details on the provider's plan documentation. Please note that we can only accept transfer payments from a Registered Pension Scheme.

What is the transfer amount? £

Name of the current provider

Scheme name

Scheme number Your reference number

Does this represent the full transfer value in the transferring scheme? Yes No

Is your transfer payment being transferred as part of a Block transfer? Yes No
If 'Yes', please complete a [Block transfer form \(65A32\)](#).

Is your transfer payment as a result of a Pension Sharing Order? Yes No

If 'Yes', is your transfer payment from any crystallised benefits? If 'Yes' we cannot accept these benefits. If 'No' please enclose the original or a certified copy of the Pension Sharing Order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes No

Is your transfer payment subject to an Earmarking Order? If 'Yes', please enclose the original or a certified copy of the court order together with either the Decree Absolute (England & Wales) or the Decree of Divorce (Scotland). Yes No

If you're applying more than one transfer payment to your plan, please tick this box. You'll also need to photocopy this page and complete it with the details of any additional transfer payments you wish to make. You'll need to sign and date the additional page and attach it to this application form.

Please note that if your transfer payment has come from a Company Pension Scheme or a Statutory Pension Scheme, we will only accept the transfer if it has been equalised in terms of Article 141 of the Treaty of Rome.

5 Investment choice

Please read this section carefully.

You can find full details about your investment options in the [Pension investment options guide](#) and at yourplan.royallondon.com/retirement

If your plan is invested in a lifestyle strategy (including a Flexible Lifestyle Strategy, a Target Lifestyle Strategy or a Retirement Investment Strategy) or a portfolio (Governed Portfolio or Managed Strategy), your transfer payment must follow the same investment choice.

If your plan is invested in individual funds, we'll automatically invest your transfer payment according to your most recent investment instruction. If you would like your transfer payment to invest in different individual funds, please tick this box and provide the full names of the individual funds and the percentage that is to be invested into each fund on a separate piece of paper which should be signed, dated and attached to this application form. If you're choosing different individual funds for your transfer payment and you would like your existing contributions to also invest in these funds, you'll also need to tell us this. If your plan is already invested in individual funds which you've requested to rebalance, any new funds you select will also rebalance.

6 Privacy notice

Please read this section.

We, The Royal London Mutual Insurance Society Limited will use the personal information, including any sensitive personal information, supplied on this form and information we obtain from other sources, such as your financial adviser, your doctor or an identity authentication agency for providing and developing our products and services, customer services, legal and regulatory reasons, marketing, research and analysis and verifying your identity and crime prevention. We'll retain your personal information which we'll keep for a reasonable period after your plan has ended. In order for us to carry out business effectively information may also be passed to other companies in the Royal London Group, legal and regulatory bodies, auditors, legal and financial advisers, other financial institutions, professional advisers, identity authentication and fraud prevention agencies, underwriters, reinsurers and medical agencies, authorised agents and third party service providers.

Your personal data may be processed in countries outside the European Economic Area. This processing will be carried out by experienced and reputable organisations and only on terms which safeguard the security of your data and comply with the requirements of the Data Protection Act 1998.

We may carry out an electronic check to verify your identity. We will use a reputable reference agency who will access a range of data sources including information from the Electoral Register to carry out identity checks. Although we will retain a record of this search, we will not share this information outside of the Royal London Group. We may monitor and record phone calls and retain these for the purposes of training and quality assurance, and to ensure we have an accurate record of your instructions.

Under the terms of the Data Protection Act 1998, you are entitled to ask for a copy of the information we hold on you, and to have any inaccuracies in your information corrected. We are allowed to charge a fee for this. If you have any questions about how we will use your personal information please contact the Data Protection Officer, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF.

7 Financial adviser's details

This section should be completed by your financial adviser.

Name of adviser's firm

Adviser's name

Royal London agency number

8 Declaration

Please read this section carefully and then sign and date it.

I confirm that:

- this application form is to apply a transfer payment to my existing plan detailed in section 2 of this application form;
- if I have taken benefits from any pension arrangement, with the current or any other pension provider, in a way which means I am subject to the money purchase annual allowance (MPAA), I have supplied the date the MPAA first applied to me in section 3.

I understand that if at any point I trigger the money purchase annual allowance under any other pension plan, then it's my responsibility to inform Royal London of this within 91 days of the trigger.

I have provided all of the transfer payment details within this application form. I understand that if my transfer payment has come from a company pension scheme or a statutory pension scheme, you will only accept the transfer if it has been equalised in terms of Article 141 of the Treaty of Rome. I also understand that any transfer payment I make will be subject to the rules of The Royal London Stakeholder Pension Scheme (No2). By making this transfer payment, I declare the following:

My declaration to the administrator of the scheme(s) where my transfer payment is coming from:

- I authorise and instruct you to transfer funds from the plan(s) listed in section 4 of this application form directly to Royal London. Where you have asked me to give you any original policy document(s) in return for the transfer of funds and I am unable to do so, I promise that I will be responsible for any losses and/or expenses which are the result, and which a reasonable person would consider to be the probable result, of any untrue, misleading or inaccurate information deliberately or carelessly given by me, or on my behalf, either in this form or with respect to benefits from the plan.
- I authorise you to release all necessary information to Royal London to enable the transfer of funds to Royal London.
- I authorise you to obtain from and release to the financial adviser named in this application form any additional information that may be required to enable the transfer of funds.
- If an employer is paying contributions to any of the plans as listed in section 4 of this application form I authorise you to release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).
- Until this application form is accepted and complete, Royal London's responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).
- Where the payment(s) made to Royal London represent(s) all of the funds under the plan(s) listed in section 4, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from the plan(s) listed.
- Where the payment(s) made to Royal London represent(s) part of the funds under the plan(s) listed in section 4, then payment made as requested will mean that I shall no longer be entitled to receive pension or other benefits from that part of the plan(s) represented by the payment(s).

My declaration to Royal London and the administrator of the scheme(s) that my transfer payment is coming from:

- I promise to accept responsibility in respect of any claims, losses and expenses that Royal London and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me in this application form or of any failure on my part to comply with any aspect of this application form.

I confirm that the information I have provided in this application form and any documents I have enclosed are correct and true to the best of my knowledge and belief. I also confirm that I have read over any answers not filled in by me and I confirm these are correct.

Signature

Date



Royal London
1 Thistle Street, Edinburgh EH2 1DG
royallondon.com

All literature about products that carry the Royal London brand is available
in large print format on request to the Marketing Department at
Royal London, 1 Thistle Street, Edinburgh EH2 1DG.
All of our printed products are produced on stock which is from FSC® certified forests.

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