



GROUP PERSONAL PENSION PLAN EXECUTION ONLY TRANSFER APPLICATION FORM

You'll need to complete this form to transfer your retirement savings from a pension plan with another provider to your plan with us.

1 CHECK IT



Please read this application form carefully.

2 COMPLETE IT



If you decide to transfer your retirement savings to your Royal London plan, complete any highlighted sections of this form and then sign and date the declaration in **Section 6**.

3 RETURN IT



Return the form to us in the pre-paid envelope provided in your pack.

Please read this section carefully

- If we receive your transfer payment before we're 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 Personal 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.

Making your application easier

We want to make the application process as easy as possible, so we've clearly highlighted what areas of this form you need to check and what areas you need to complete – like this:

Check these details are correct

Complete this section where relevant

1 | Your details

Please check the details in this section are correct.

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

2 | Money purchase annual allowance (MPAA)

This section should be completed if you've previously triggered the MPAA.

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

If you've triggered the MPAA by flexibly accessing your retirement savings with us or any other provider, please insert the date the first payment was made.

<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
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3 | Transfer payment

Please check the details in this section are correct.

Please note that we can only accept transfer payments from a Registered Pension Scheme.

What is the transfer amount?	£ <input type="text"/>
Name of the current provider	<input type="text"/>
Scheme name	<input type="text"/>
Scheme number	<input type="text"/>
Your reference number	<input type="text"/>

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

4 | Investment choice

Please read this section carefully, and tick the box if required.

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

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 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.

If you'd like your transfer payment to be invested in different funds, tick this box

5 | Privacy notice

Please read this section carefully.

In this notice we've included a summary of how we use your information. Our full privacy notice contains more detail on what we do with it, how long we keep it for, our lawful basis and your rights under data protection laws.

We use your information, which may be provided by you, through your adviser or from your employer, to set up and service your plan and meet our legal obligations, such as:

- setting up and administering your plan
- completing any requests or managing any queries or claims you make
- verifying your identity and preventing fraud. This is usually where we have a legal obligation
- fulfilling any other legal or regulatory obligations
- sending you membership information and managing your membership rights.

We also use your information for other activities. Where we do this we need to have a legitimate interest. Activities are assessed and your rights and freedoms are taken into account to ensure that nothing we do is too intrusive or beyond your reasonable expectations. We use legitimate interests for:

- Researching our customers' opinions and exploring new ways to meet their needs – This helps us understand if customers have suitable products and improves the customer experience.
- Assessing and developing our products, systems, prices and brand – We combine your information with others' to check our products and prices are fair.
- Monitoring the use of our websites – See our cookie policy online.
- Marketing and communications – To send you information about your products and other products you may be interested in.

If we lose touch we'll use a trusted third party to find you and reunite you with your plan, if we can. We may also monitor and record phone calls for training and quality purposes.

Who sees and uses my personal information?

Certain employees of Royal London are given access to your personal information. We also share your information with other companies. We only use trusted third parties, such as:

- your employer, for example they'll receive reports to help them help you;
- service providers, for example mailing houses for printing;
- ID authentication and fraud prevention agencies;
- your authorised financial adviser(s), auditors and legal advisers;
- legal/regulatory bodies, such as HM Revenue & Customs;
- external market research agencies, data brokers, for example Experian; and
- reassurers and medical agencies, if you need to claim under an ill health or similar benefit.

We make sure the use of your information is protected and we'll never sell your information.

Overseas transfers

Depending on the plan you have, some of your personal information might be processed outside of the European Economic Area (EEA). For more information see the full privacy notice on our website.

What are your rights?

Access – You have the right to find out what personal information we hold about you.

Rectification – If your details are incorrect or incomplete, you can ask us to correct them for you.

Erasure – You can ask us to delete your personal information in some circumstances.

Object – If you have concerns about how we're using your information you have the right to object in some circumstances, including where we're using legitimate interests (as mentioned above).

Direct marketing – You have a right to object to direct marketing, which we'll always act upon.

Restriction – You have the right to restrict the use of your information in some circumstances.

Data portability – In some circumstances, you can ask us to send an electronic copy of your information.

If you wish to exercise any of these rights please contact us in writing:

Continues on next page



5 | Privacy notice (continued)

How can I find out more?

You'll find the full notice at royallondon.com/privacynotice. Or you can call **0800 0858352** for a recorded version or if you want this in another format.

How to contact our Data Protection Officer

You can contact our Data Protection Officer by emailing GDPR@royallondon.com or by writing to **Royal London, Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF**.

6 | Declaration

Please read this section carefully and then sign and date it. If there is anything that you do not understand, you should speak to a financial adviser or Royal London.

I confirm that:

- this is my application to apply a transfer payment detailed in section 3 of this form to my plan detailed in section 1 of this 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 2 of this form.
- I have had the opportunity to obtain answers to any questions that I may have, before making my decision to make this transfer payment;
- I have not received financial advice from Royal London in respect of my decision to transfer.

I accept that:

- the terms of my plan are detailed within my **Group Personal Pension Plan booklet** which I received when this plan was set up and, if I require a further copy of this I can request a copy at any time;
- Royal London will store and use personal information about me, including sensitive information such as health details, in the way described in the Privacy notice in section 5 of this form;
- 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;
- the transfer payment must come from a Registered Pension Scheme and will be subject to the rules of The Royal London Personal Pension Scheme (No2). I can request a copy of these rules at any time

My declarations to the current provider where my transfer payment is coming from:

- I authorise, instruct and apply to the current provider to transfer sums and assets from the plan listed in section 3 of this application directly to Royal London and to provide any instructions and/or discharge required by any relevant third party to do so.
- I authorise Royal London, the current provider, any contributing employer and any financial adviser named in this application to obtain from each other, and release to each other, any information that may be required to enable the transfer of sums and assets to Royal London.
- Until this application is accepted and complete, Royal London's responsibility is limited to the return of the total payment to the current provider.
- When payment is made to Royal London as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan listed in section 3 of this application where the whole plan is transferring, or that part of the plan represented by the payment if only part of the plan is transferring.

My declarations to Royal London and the current provider(s) that my transfer payment is coming from:

- I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Royal London and the current provider(s) 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 confirm that the information I have provided in this application form is true to the best of my knowledge and belief. I also confirm that I have read the declaration and every answer, including those answers not filled in by me, is correct.

If you are under 18 (16 in Scotland) your legal guardian must sign the declaration below.

Signature

Date



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

We're happy to provide your documents in a different format, such as Braille,
large print or audio, just ask us when you get in touch.
All of our printed products are produced on stock which is from FSC® certified forests.

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