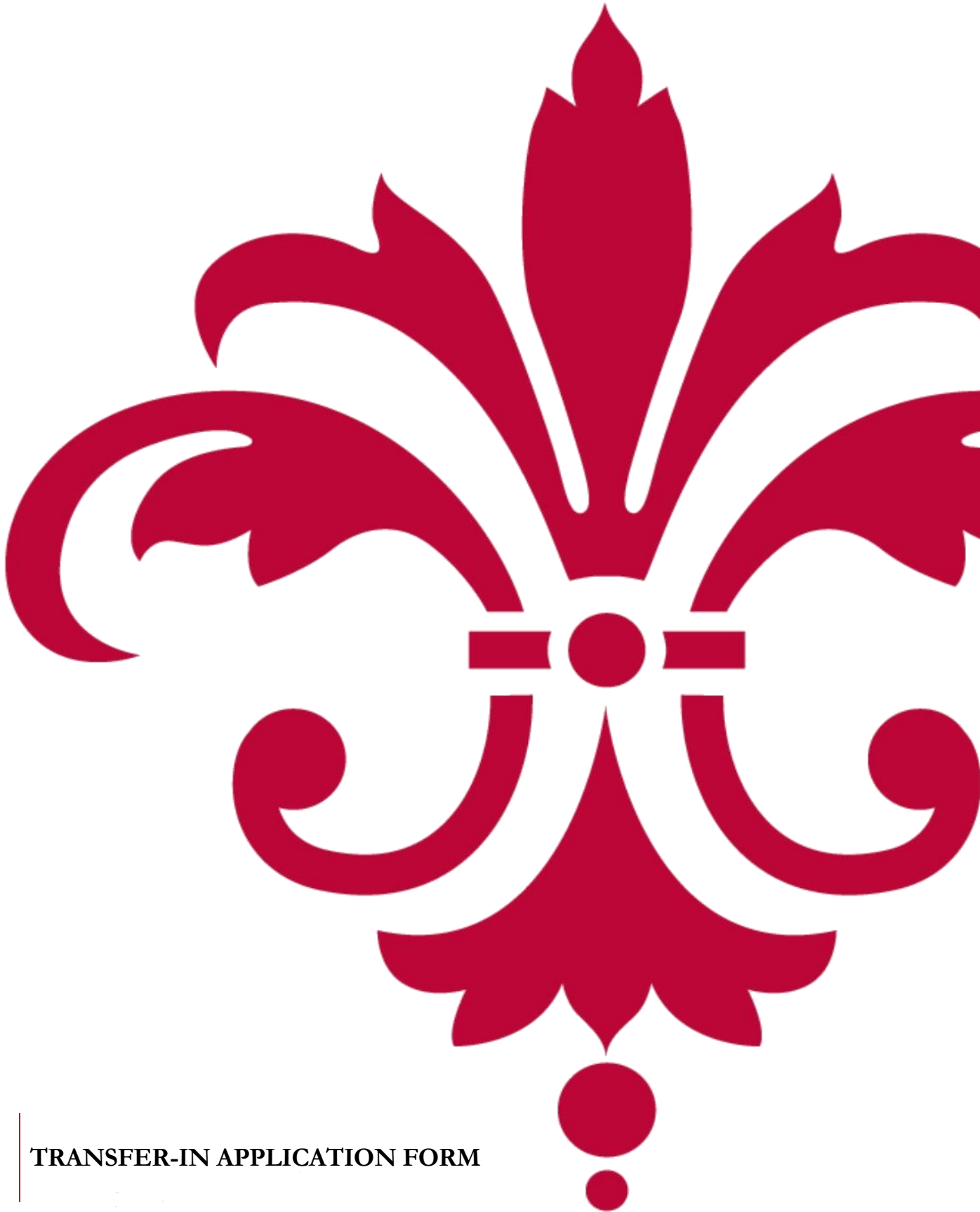




City Trustees

PART OF MATTIOLI WOODS PLC



TRANSFER-IN APPLICATION FORM

2019-2020

NB: IT IS A SERIOUS OFFENCE TO MAKE FALSE STATEMENTS OR FALSE CLAIMS – DOING SO COULD LEAD TO PROSECUTION.

PENSION TRANSFER

If you do not already have a pension scheme with Mattioli Woods plc, you will need to complete a new client application form in order for the transfer to take place.

This application will be forwarded to your existing provider - this is your instruction to allow Mattioli Woods plc access to the information regarding your current pension benefits and transfer these benefits to your scheme with Mattioli Woods plc. A further application may need to be signed for each policy you hold and wish to be transferred to your scheme.

PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Other	Title:	Surname:		
	Forename/s (in full):			
	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
DD/MM/YYYY	Date of birth:			
Please note, work or 'c/o' addresses contravene HM Revenue & Customs' requirements	Residential address:			Post code:
This must be provided in all cases	National Insurance number:			

RECEIVING SCHEME DETAILS

Scheme name:				
Membership number:				
Type of scheme: (e.g. City Private Pension)	<i>OFFICE USE ONLY – CITY TRUSTEES TO COMPLETE</i>			
PSTR number:				
Bank details:	Receiving bank:			
	Bank address:			
	Account name:			
	Account number:		Sort code:	
	Reference:			

FINANCIAL ADVICE

We strongly recommend advice is taken prior to a pension transfer being requested.

Have you received financial advice that confirms this transfer is suitable for you?

Yes

No

If 'No', please contact City Trustees to confirm if the transfer can be accepted.

If 'Yes', please complete the financial adviser charging authority at the end of this application form.

TRANSFERRING SCHEME DETAILS

DD/MM/YYYY

Name of current scheme administrator:

Address of current scheme administrator:

Scheme name:

Scheme reference number:

Date of joining scheme:

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Personal Pension

Money purchase occupational scheme

Type of scheme:

Defined benefit occupational scheme

Overseas scheme

Other

Provide details

Approximate transfer value:

£

Will the transfer be cash only?

Yes

No

If 'No', please complete below or attach the details of any assets to be transferred in specie.

Provider and/or asset name	Asset type (i.e. unit trust)	Reference/policy number	Approximate value £
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If the transfer-in includes a property, or unquoted and/or connected shares, a separate questionnaire will be required. Additional information will also be required for any non-standard investments. Please contact City Trustees for further details.

If crystallised funds, do you require pension income to be paid once the transfer is completed?

Yes

No

If 'Yes', your account manager will liaise with you to confirm your requirements, once we have confirmation of the amount available to you in the current income year.

DECLARATION

Please accept this as my authority for you to transfer my entitlement to benefits from the above scheme to my pension scheme administered by Mattioli Woods plc.

I understand any entitlement to take tax-free cash in excess of 25% may only be retained on transfer, provided the transfer is part of a block transfer or unless I have either enhanced or primary protection.

I understand any low retirement age may only be retained on transfer if the transfer is part of a block transfer.

The transfer of the above scheme to the receiving scheme shall be a full and sufficient discharge of all your liabilities and considerations arising out of my entitlement to benefits from the transferring scheme.

Please accept this as my authority for you to provide Mattioli Woods plc with any information it may require about my membership of the above scheme.

I declare that to the best of my knowledge and belief the information contained in this application is correct and complete.

I agree to be bound by the terms of the governing trust deed and rules of the receiving scheme and any subsequent amendments as may be adopted from time to time.

I confirm I have read and understood the 'Transfers' guidance booklet.

I understand the receiving pension scheme is written under trust and, currently, benefits from the scheme on death at any age are usually free of inheritance tax because the recipients are chosen by someone other than me (and this is the main reason why the rules of the scheme do not treat my expression of wish form as a binding instruction).

I understand where death occurs within two years of a pension scheme transfer, HM Revenue and Customs can potentially review changes to my pension arrangements and include the rights within my estate for inheritance tax purposes. For this reason, I confirm I understand it is very important that I disclose any known illness or condition that may impact on my life expectancy to my consultant/financial adviser prior to transfer.

In relation to overseas pension transfers, I understand the transfer will be from one jurisdiction's tax regime to another country's tax regime, and I confirm I have not sought nor obtained any tax or transfer advice from Mattioli Woods plc.

Applicant to complete

Signed:

Date:

Print name:



FINANCIAL ADVISER DETAILS

Complete in all cases where financial advice has been provided

Name of firm:			
Network (if applicable):			
FCA registration number:			
Address:			
Business telephone number:		Fax:	
Mobile number:		Email:	

Signed _____

Date _____

Print name _____

FINANCIAL ADVISER CHARGING AUTHORITY

Please complete as required

If an alternative adviser charging authority has already been provided that covers all charging requirements there is no need to complete the section below.

Please confirm that advice has been given:

Yes

No

This fee agreement authorises Mattioli Woods plc to pay your adviser the agreed fee, as stated below, and replaces any previous agreements. The fees will be paid from the pension audit account to the adviser specified on this application form.

Initial fee:

£

or

% of transfer / contribution / scheme value

Annual fee:

£

or

% of scheme value¹

ACCOUNT DETAILS FOR PAYMENT

Bank:			
Bank address:			
Account name:			
Account number:		Sort code:	
Reference:			

CALCULATING ADVISER FEES

Please select one option:

All scheme assets

All scheme assets, excluding the below:
Execution-only (non-advised) investments

Please detail any execution-only investments

Please select frequency:

Annually

Quarterly

Monthly

Financial adviser signature _____

Member signature _____

Print name _____

Print name _____

Date _____

Date _____

¹ The annual fees will be based on the year-end valuation. An 'ad hoc valuation' charge will be applied if any additional valuations are required, in order to calculate the fees.



CANCELLATION RIGHTS (SIPP ONLY)

You have the right to cancel the transfer within 30 calendar days of the date you receive our transfer confirmation letter.

If you wish to exercise your cancellation rights you can do so by sending an email to info@citytrustees.co.uk, or by writing to us at the address listed at the end of this form. Please ensure you include your full name and the scheme name as listed on the transfer confirmation letter. An instruction to cancel must be issued prior to the expiry of the 30-day period to remain valid. Please note for multi-member schemes, all members must agree to the cancellation.

Please note that where cancellation rights are exercised, you may still be liable for any adviser charges agreed with your financial adviser (if applicable), and you will need to liaise directly with your adviser to confirm.

Your rights will come into effect from the date of our transfer confirmation letter. However, if you or your adviser request a transaction is placed utilising the transfer proceeds within the cancellation period (e.g. an investment), you will automatically lose the right to cancel the transfer.

Please ensure you have read and understood the key features document, which provides further information relating to your cancellation rights.

DATA PROTECTION

I confirm that:

- 1 I understand Mattioli Woods plc, or any other company or third party acting on their behalf, will process and hold on computer or otherwise information obtained about me as a result of this application.
- 2 I hereby give my consent to Mattioli Woods plc, or any other company or third party acting on their behalf, obtaining, recording and holding this information and other such personal data as is reasonably required to administer the scheme and my own benefits.
- 3 I also give consent to Mattioli Woods plc disclosing to a third party such basic information about me as may be required by that third party to enable them to trace my whereabouts in the future should Mattioli Woods plc be unable to do so and require their assistance.
- 4 I understand I have the right to ask for a copy of the personal data held in respect of me in return for the payment of a small fee and to require the correction of any inaccuracies in that data.
- 5 Where I have disclosed the personal data relating to other living individuals, I am also deemed, as agent, on behalf of those individuals to have:
 - a) given consent on their behalf; and
 - b) informed them of the identity of the data controllers and the purposes for which their personal data will be processed.

I confirm that to the best of my knowledge and belief the details given in this application form are correct and complete.

Applicant to complete	Signed:	<input type="text"/>
	Date:	<input type="text"/>
	Print name:	<input type="text"/>

Only applications that have been signed and dated can be processed. The completed application should be returned to:

City Trustees
MW House
1 Penman Way
Grove Park
Enderby
Leicester
LE19 1SY

Telephone: 0116 240 8730

Fax: 0116 240 8739

Email: info@citytrustees.co.uk

Web: www.citytrustees.co.uk

City Trustees is a trading name of Mattioli Woods plc, MW House, 1 Penman Way, Grove Park, Enderby, Leicester, LE19 1SY

Company registration number 3140521

Mattioli Woods plc is authorised and regulated by the Financial Conduct Authority, registration number 220743