



Pension Transfer Analysis Application

Important Notice to Clients

On completion of this application
The Pensions Office Ltd will become your Financial Adviser in respect of this
class of business therefore please direct any questions or queries to us at the
address below:

THE PENSIONS OFFICE LTD
Birch Lea
Hollow Meadows
Sheffield
S6 6GH

Telephone: 0114 2309974
Fax: 0114 2309341
Email: enquiries@thepensionsoffice.co.uk

PENSION TRANSFER ANALYSIS

Pension provider, type of policy, policy number	Pension scheme address

Pension provider, type of policy, policy number	Pension scheme address

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REMINDER: Please ensure a separate letter of authority is provided for each scheme.

NOTE: It often helps The Pensions Office to provide a faster response if you attach copies of any scheme correspondence (including fund or benefit statements) within the last two years.

Personal Information

First Names:		Title:	
Surname:			
Address:			
Postcode:		Daytime Telephone:	
Evening Telephone:		Mobile Telephone:	
Email Address:			

Marital status at date of leaving scheme: <i>(i.e. Legally Married, Separated, Same sex partner)</i>		
Marital status at present date: <i>(i.e. Legally Married, Separated, Same sex partner)</i>		
Do you foresee your marital situation changing in the near future?	Yes / No	
If “yes” please provide brief details of the likely change.		
Have you divorced or separated from your spouse since leaving your employer?	Yes / No	

	Yourself	Spouse/ Partner
Date of birth:		
State of health:	Excellent / Good / Average / Poor	Excellent / Good / Average / Poor
Do you smoke ?	Yes / No	

Do you have any dependent children?	Yes / No	
If yes, state their ages and the ages at which they might be expected to finish full time education.	Current Age	Age expected to leave education

Any further comments:	

Employment Information

Approximate date of leaving previous employer:			
Approximate annual earnings with your previous employer:	£		
Were you a director of your previous employer's firm?	Yes / No		
What is your current employment status? <small>(i.e. Employed, shareholding Director, Unemployed)</small>			
Current occupation:			
Approximate annual earnings with your Current employer:	£		
Details of other regular income, if applicable:			
If you are currently employed has your employer provided for a lump sum in the event of your death benefit before retirement?	Yes / No	If Yes how much?	£
How do you anticipate your earnings will increase in the near future (please tick)	Faster than Inflation		<input type="checkbox"/>
	In line with Inflation		<input type="checkbox"/>
	Slower than Inflation		<input type="checkbox"/>
Is it likely that your current employment status may change in the near future?	Yes / No		
If yes, please provide brief details:			
What age do you <i>realistically</i> expect to retire considering your financial circumstances?			

CURRENT PENSION ARRANGEMENTS

Are you currently a member of any pension arrangement?

Tick

(1)	Current employer's final salary pension scheme	
(2)	Current employer's money purchase scheme	
(3)	Current employers group personal pension scheme	
(4)	My own personal pension	
(4)	No pension arrangements	

Regular contributions by	Your employer	£	per month	Yourself	£	per month
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RISK AND REWARD

Risk is another way of talking about uncertainty. Taking a risk is not necessarily a bad thing as long as you are aware of the risk you are taking. The higher the risk taken, the higher the potential for greater medium to long term real investment growth. It also means, however, that there is a higher risk of *lower* returns than you had anticipated.

A crucial aspect of our assessment will be the balance between the risks and potential benefits within each of the options available.

Tick

Low	I prefer to accept the risk of only very limited capital loss and understand that the effects of inflation could reduce the future purchasing power of my pension benefits	<input type="checkbox"/>
Low to Medium	I am willing to accept the risk of a relatively low level of capital loss, in return for an opportunity to earn more than from deposit type investments.	<input type="checkbox"/>
Medium	I am willing to accept the risk of a reasonable level of capital loss, at least in the short term, in return for the potential for medium to longer term capital growth.	<input type="checkbox"/>
Medium to High	I am comfortable with accepting the risk of short term (e.g. up to two years) losses in the expectation of medium to longer term capital growth	<input type="checkbox"/>
High	I am fully aware of the principles of risk and reward and I would prefer a higher risk portfolio for this part of my financial planning strategy (i.e the pension benefits currently being reviewed)	<input type="checkbox"/>
Further Comments:		

PERCENTAGES OF BENEFITS

How significant is the value of these pension benefits within your overall investments and in the general context of your financial planning situation?

Tick

(1)	It is a major proportion of my financial wealth which should be protected as far as is reasonably possible.	<input type="checkbox"/>
(2)	It is a significant proportion of my financial wealth with which I do not want to take unnecessary risks.	<input type="checkbox"/>
(3)	Whilst obviously of value, these benefits do not represent a significant proportion of my financial wealth.	<input type="checkbox"/>
(4)	It is an insignificant part of my overall financial wealth.	<input type="checkbox"/>
Further Comments:		

CASH SUMS AT RETIREMENT

Most pension schemes allow the option for you to exchange part of your annual pension for a tax free lump sum with a reduced annual pension. Regular pension payments are taxable whilst the lump sum payment is usually free of tax.

Tick

(1)	I require the maximum possible lump sum upon retirement.	
(2)	Whilst a high lump sum would be nice, it is not a priority for me.	
(3)	I have no real desire to maximise the lump sum available to me upon retirement.	
(4)	I wish to maximise my pension and have no need for a lump sum.	
Further Comments:		

FLEXIBILITY OF AGE TO DRAW BENEFITS

It might be possible to take your benefits before your normal retirement age, although this would reduce the pension payable to you possibly by a substantial amount. Alternatively you may wish to leave your pension fund to grow in value beyond retirement if you have other sources of income.

Tick

(1)	I doubt I will ever be able to afford to retire before the age I have stated earlier in this questionnaire but I would like the flexibility to take my benefits before or after that age, depending on my circumstances at the time.	
(2)	There is a real possibility that I may want to take my pension benefits before the age I stated earlier in this questionnaire.	
(3)	One of the main reasons I wish to consider transferring my pension benefits is to enable me to take benefits from my pension scheme – both the lump sum and a regular pension – immediately.	
(4)	One of the main reasons I wish to consider transferring my pension benefits is to enable me to take an immediate tax free lump sum whilst deferring taking a regular pension until a later date.	
Further Comments:		

SECURITY OF PENSION FUNDS

Please Note: This section applies only to members of final salary schemes

Benefits of a pension fund are held under trust. This means that your previous employer cannot directly access the funds which have accrued within the scheme.

However the future financial health of the pension scheme that *does* rely to some extent on the future financial security of company.

The Pension Protection Fund provides guarantees for a large part of your benefits in the event of the financial failure of your previous employer if there is not enough assets in the pension scheme to meet all its liabilities.

		Tick
(1)	I am happy for my previous employer to retain full control over my pension benefits.	
(2)	I left my previous employer on good terms and have no reason to question the security of the company or the manner in which the pension fund is being administered.	
(3)	I wish to break all ties with my previous employer and would prefer to move my funds to an individual plan which is under my control.	
(4)	I have serious concerns regarding the financial stability of my previous employer and I do not want my benefits to remain under their control.	
Further Comments:		

DEATH BENEFITS

Please Note: This section applies only to members of final salary schemes

		Tick
(1)	I am not bothered about the level of death benefits paid by my pension scheme if I die before reaching retirement age.	
(2)	My dependants will receive significant sums upon my death and, whilst a greater amount from my pension scheme might be beneficial, it is not an absolute priority for me.	
(3)	I have very little life assurance cover and my dependants would certainly benefit from extra sums if they can easily be made available from this pension scheme.	
(4)	Because of health worries, I know that I might have difficulty in arranging life assurance cover and additional death benefits are therefore of <i>particular</i> interest to me.	
Further Comments:		

PROPOSED TRANSFER FROM MONEY PURCHASE PENSION SCHEMES

Please do not answer this question if your benefits are currently held in a final salary scheme with a former employer (see previous sections).

Note also that your answers to this section are required in a different format to previous sections (please circle your preferred choice).

To what extent are you happy with the investment performance of your current scheme?	Not at all	1	2	3	4	5	Very
To what extent are you happy with the level of charges imposed on your current scheme?	Not at all	1	2	3	4	5	Very
Do you believe your current pension scheme is being held with a financially secure provider?	Not at all	1	2	3	4	5	Definitely
To what extent would you like a more extensive range of investment funds from which to choose?	Not at all	1	2	3	4	5	Very Important
To What extent might your decision to consider transferring your benefits be driven by a desire to “tidy up” your pension funds?	Not at all	1	2	3	4	5	Very much

PRIORITIES

Please complete this section in all cases

Finally, please indicate which of the following headings is of the highest priority to you by numbering them from 1 to 7 (1 should represent the most important feature and 6 should be the least important to you, a different number should be in each box)

	<i>Example</i>
A Structured investment portfolio reflecting my attitude to risk, and other circumstances and requirements	6
Maximise the level of tax free lump sum when I start to take my benefits from the pension scheme.	3
Flexibility of the age at which I can take benefits from my pension scheme.	5
The financial security of the pension scheme.	1
Maximise the level of death benefits provided by my pension scheme	2
Ongoing advice and guidance relating to the investment of my pension fund.	4
The ability to take my benefits <i>immediately</i> .	7

ADDITIONAL NOTES

Please use this space to provide us with any additional information you feel may be relevant to an assessment of these pension benefits.

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DECLARATION

I confirm I have received a copy of the Pensions Office Ltd Initial Disclosure Document, the Key Facts about the cost of services and client agreement. I have read and understood the contents.

Please indicate your payment option below by ticking one of the boxes:

Paying by fee. Whether you buy a product or not, you will pay us a fee for our advice and services.	<input type="checkbox"/>
Paying by commission (or product charges). If you buy a financial product, we will normally receive commission on the sale from the product provider. Although you pay nothing up front, that does not mean our service is free. You still pay us indirectly through product charges. Product charges pay for the product provider's own costs and any commission. These charges reduce the amount left for investment.	<input type="checkbox"/>

I confirm that the information provided in the application is an accurate picture of my feelings towards my pension benefits.

Signed		Dated	
Full Name			

Important Note:

Before returning this application, please ensure that the authority for The Pensions Office to contact each of the Pension Scheme(s) which you wish to be reviewed at the rear of the document has been completed.

To the trustees / scheme administrators of:
(Scheme Name and Address)

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Date:	
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Dear Sirs,

This is my authority for you to provide full details of any benefits / options accruing to me as a result of my previous membership in this scheme to:

The Pensions Office Ltd
Birch Lea
Hollow Meadows
Sheffield
S6 6GH

Yours faithfully

Signature:	
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Name in Block Capitals:	
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Scheme / Plan Name:	
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Membership/ Plan Number:	
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National Insurance Number:	
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