

Personal Pension Plan

# Transfer Application Form

## Important Information

This form can be used for transfer payments into an existing Personal Pension Plan. Before completing this application, please read the **Key Features**, **Guide to LF Investment Funds** and **Guide to Investment Risk of the Personal Pension Plan**.

Only complete this application if you are:

- Intending to transfer in pension savings (which have not been designated into drawdown) from a UK registered pension scheme
- Transferring from a defined contribution or money purchase scheme
- Sure that you will not lose valuable benefits from your existing scheme by transferring. If you are unsure, you should obtain advice from a financial adviser.

Please complete all the appropriate sections in **BLACK** ink and **CAPITAL LETTERS**.

### 1. YOUR DETAILS

Existing Plan number	<input type="text"/>									
Mr/Mrs/Miss/Ms/Other	<input type="text"/>									
Surname	<input type="text"/>									
Forename(s)	<input type="text"/>									
Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	
D	D	M	M	Y	Y	Y	Y			
Address	<input type="text"/> <div style="text-align: right;">Postcode</div>									
Contact telephone number	<input type="text"/>									
National Insurance Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									

### Confirming your identity

To protect you and us from financial crime, we may need to confirm your identity from time to time. Please refer to our Verification list, available on our website, which details the forms of documentation we require, and who can certify your documentation.

**2. TRANSFER PAYMENT**

Please complete the following details relating to the transferring scheme.

Name of scheme trustees or administrator

Address

Postcode

Plan number

Pension scheme name

Scheme type (e.g. Defined Contribution Personal Pension, Defined Benefits Scheme, SIPP, Stakeholder Pension Scheme)

Please note that we do not accept transfer in payments from Defined Benefit/Final Salary schemes or from any plan that has guaranteed benefits.

Estimated transfer value  £

Please can you also confirm the following; Does the transfer involve crystallised or uncrystallised funds?  Crystallised  Uncrystallised

If crystallised please insert date of crystallisation

Has an uncrystallised Funds Pension Lump Sum (UFPLS) previously been taken?  Yes  No

### 3. INVESTMENT DETAILS

Please select the fund(s) in which you would like this transfer to be invested by completing the table below. If you do not make an investment choice, your transfer will be invested as per the instructions we hold for you.

Fund	% Investment split Transfer payment
<input type="text" value="LF Cash"/>	<input style="width: 50px;" type="text" value="%"/>
<input type="text" value="LF UK Gilt"/>	<input style="width: 50px;" type="text" value="%"/>
<input type="text" value="LF Cautious Managed"/>	<input style="width: 50px;" type="text" value="%"/>
<input type="text" value="LF Multi-Asset"/>	<input style="width: 50px;" type="text" value="%"/>
<input type="text" value="LF Global Equity Index"/>	<input style="width: 50px;" type="text" value="%"/>
<b>Total</b>	<input style="width: 50px;" type="text" value="100%"/>

Or

I wish contributions to be invested in the following Lifestyle Profile

Profile 1  Profile 2  Profile 3  Profile 4  Profile 5

### 4. NOMINATION OF BENEFICIARIES

As an existing member, you may have already told us who you would like to receive any death benefits, if you die. We will use the same nomination for this additional transfer into your Personal Pension Plan. If you would like to change your current nomination, or if you haven't previously made a nomination, please complete and return a new Nomination of Beneficiaries form. The law on money laundering requires financial services firms to obtain satisfactory evidence of the identity of its customers and certain other connected parties. The legislation is designed to prevent the UK financial system being used to further financial crime.

### 5. DATA PROTECTION – THIS MUST BE READ BY ALL APPLICANTS

By completing this form you consent to the processing of your personal details and other information in order to consider and process your application. If your application is successful, we will also use this information to provide services and manage our relationship with you and your financial adviser and as otherwise set out in this notice.

Your information may be disclosed to other selected third party providers for the purpose of our service provision to you and your information may be also held in or transferred to countries outside of the EEA. In this event the processing will only 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 GDPR. By signing this application form you consent to your details being used in this way.

We may share your personal information from your application form with fraud prevention agencies. If false or inaccurate information is provided and fraud identified, details of fraud will be passed to third parties to prevent fraud and money laundering.

We will record and monitor telephone calls with you in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

**We would also like to keep you informed by letter or phone about products, services or additional benefits that we believe may be of interest to you. We will not give your details to other non-LFS companies for marketing purposes. If you do not wish to benefit from this, please place a cross in this box.**

We would also like to keep you informed via the email address or mobile number which you may have provided.

May we keep you informed by email?  Yes  No

May we keep you informed by mobile messaging?  Yes  No

Under the terms of the GDPR, you are entitled to ask for a copy of the information we hold on you, and to have any inaccuracies in your information corrected. Please contact our Data Protection Officer at LFS, PO Box 1043, Cheltenham GL50 9JB.

**6. DECLARATION – IMPORTANT PLEASE READ AND SIGN**

For your own benefit and protection you should read the Personal Pension Plan Key Features, and the **Guide to LF Investment Funds** before signing the declaration below. If you do not understand any point, you should speak to a financial adviser for further information. LFS can provide you with information but we cannot give you advice.

**I declare that**

- I wish to deal directly with LFS.
- I confirm that LFS has not given me any advice, and I have not received any recommendation from LFS in relation to the suitability of this transfer.
- I confirm that for tax purposes I am a UK resident.
- I have received, read, understood and agree to the Personal Pension Plan Key Features, and the Guide to LF Investment Funds that made me aware that I should read the Prospectus.
- I have read the Data Protection notice in section 5 and I agree that my personal data may be used for the purposes described and agreed.
- I understand that, to the best of my knowledge and belief, the statements made in this application are correct and complete.
- I understand that I will be responsible for any liability against the Trust to the Scheme Administrator to pay tax which may arise because I have provided false or misleading information.
- I authorise LFS to obtain any information required from the current provider of the above Plan about my membership of their Scheme.
- I authorise LFS to obtain any additional information from my financial adviser to transfer funds.
- I confirm that I have read the declaration and every answer filled in by me is correct.

**You must complete the boxes below**

Print name in **BLOCK CAPITALS**

Signature

Date

**Please return your completed application form with any original or certified documentation to**  
 LFS  
 PO Box 1043  
 Cheltenham  
 GL50 9JB

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