

# Cofunds Pension Account Transfer Request



## The Cofunds Pension Account is provided by Suffolk Life

This form is to be used by existing Cofunds Pension Account holders and must be completed if the client is transferring pension benefits to their Cofunds Pension Account. A separate copy of this form must be completed where more than two schemes are being transferred.

Please complete this form using black ink and BLOCK CAPITALS and return it to: Cofunds Limited, PO Box 1103, Chelmsford CM99 2XY

### 1 Adviser/Intermediary Details (For adviser/intermediary use only)

Cofunds Intermediary Authorisation Code

Adviser's/Intermediary's client/deal ref.

Marketing Code

### 2 Client Details

Existing Cofunds Client Reference

Mr/Mrs/Ms/Miss/Other

Surname

Full first name(s)

### 3 First Scheme to be Transferred

#### 3A. SCHEME DETAILS

Full name of transferring scheme

Type of scheme being transferred (e.g. personal pension)

Is the transferring scheme a defined benefits pension scheme, for example, a final salary scheme?

If yes, please confirm that a suitably authorised financial adviser recommended that you transfer the defined benefits pension scheme

We will not be able to accept the transfer unless you have received such advice.

If the adviser/intermediary to be named in Section 1 did not give this advice but you would still like to transfer a defined benefits pension scheme, please confirm the authorised firm and individual who gave you the advice:

Regulated firm FCA number

Individual's name

Name of scheme administrator/trustee/insurance company

Regulated firm name

Policy/account number (if applicable)

Address

Postcode

Transfer value      £

Before we can request the transfer, we will need a signed declaration from the adviser named above, confirming that they did recommend you to transfer your defined benefits pension to us.

#### 3B. TRANSFER STATE

Are the funds in this scheme:

- Your own  
 Inherited from a deceased person  
 Both

If both, please complete a separate copy of Section 3B for each arrangement being transferred.

If inherited funds, are you:

- A dependant  
 A nominee  
 A successor

What type of drawdown is this scheme/arrangement in?

Please select one of the options below:

- Flexi-access drawdown**  
Please also ensure that the income payment details section of this form is complete.

- Capped drawdown**  
We also require the following information about the scheme you are transferring:

Reference date

DD / MM / YYYY

Maximum permitted income

£

Taxable income taken to date in the current reference year

£

Please also ensure that the income payment details section of this form is complete.

Do you want to switch to flexi-access drawdown upon transfer to Suffolk Life?

- Yes     No

If you take income from members' flexi-access drawdown, the money purchase annual allowance (MPAA) will start to apply to you if it does not already. This means that tax-relievable contributions to your money purchase pensions will be limited to £10,000.

### 3 First Scheme to be Transferred (Continued)

#### 3C. ASSETS TO BE TRANSFERRED

The transfer payment will comprise only cash

Other assets are to be transferred as investments (i.e. transferring investments without selling them).

Please ensure that the current scheme administrator permits this. An Investment Transfer Schedule (document reference PA34GBUB), must be completed in full unless a full current fund valuation containing all the information requested on the schedule is provided.

Where an investment transfer is required, please tick below as appropriate:

A completed Investment Transfer Schedule (document reference PA34GBUB) is enclosed

A full valuation of the fund is enclosed; including SEDOL codes

All details requested on the Investment Transfer Schedule must be provided before we can request the transfer. Any investments that are not allowable under the terms of the Cofunds Pension Account must either be sold before we proceed with the transfer or remain with the current scheme.

### 4 Second Scheme to be Transferred

#### 4A. SCHEME DETAILS

Full name of transferring scheme

Type of scheme being transferred (e.g. personal pension)

Is the transferring scheme a defined benefits pension scheme, for example, a final salary scheme? Yes  No

If yes, please confirm that a suitably authorised financial adviser/intermediary recommended that you transfer the defined benefits pension scheme Yes  No

We will not be able to accept the transfer unless you have received such advice.

If the adviser/intermediary named in Section 1 did not give this advice but you would still like to transfer a defined benefits pension scheme, please confirm the authorised firm and individual who gave you the advice:

Regulated firm FCA number
Individual's name
Name of scheme administrator/trustee/insurance company
Regulated firm name
Policy/account number (if applicable)

Address
Postcode
Transfer value      £

Before we can request the transfer, we will need a signed declaration from the adviser named above, confirming that they did recommend you to transfer your defined benefits pension to us.

#### 4B. TRANSFER STATE

##### Are the funds in this scheme:

- Your own  
 Inherited from a deceased person  
 Both

If both, please complete a separate copy of Section 4B for each arrangement being transferred.

##### If inherited funds, are you:

- A dependant  
 A nominee  
 A successor

##### What type of drawdown is this scheme/arrangement in?

Please select one of the options below:

- Flexi-access drawdown**  
Please also ensure that the income payment details section of this form is complete.
- Capped drawdown**  
We also require the following information about the scheme you are transferring:

Reference date	DD / MM / YYYY
Maximum permitted income	£
Taxable income taken to date in the current reference year	£

Please also ensure that the income payment details section of this form is complete.

Do you want to switch to flexi-access drawdown upon transfer to Suffolk Life?  Yes  No

If you take income from members' flexi-access drawdown, the money purchase annual allowance (MPAA) will start to apply to you if it does not already. This means that tax-relievable contributions to your money purchase pensions will be limited to £10,000.

#### 4C. ASSETS TO BE TRANSFERRED

The transfer payment will comprise only cash

Other assets are to be transferred as investments (i.e. transferring investments without selling them).

Please ensure that the current scheme administrator permits this. An Investment Transfer Schedule (document reference PA34GBUB) must be completed in full unless a full current fund valuation containing all the information requested on the schedule is provided.

Where an investment transfer is required, please tick below as appropriate:

A completed Investment Transfer Schedule (document reference PA34GBUB) is enclosed

A full valuation of the fund is enclosed; including SEDOL codes

All details requested on the Investment Transfer Schedule must be provided before we can request the transfer. Any investments that are not allowable under the terms of the Cofunds Pension Account must either be sold before we proceed with the transfer or remain with the current scheme.

## 5 Income Payment Details

### 5A. INITIAL GROSS INCOME

I would like to take the following taxable income:

**Initial gross annual income required**  Maximum (if in capped drawdown)/  
Whole fund (if in flexi-access drawdown)  Nil  Other, if other, please specify amount £

**Type of income payment**  Single  Regular

**If regular, frequency of income**  Monthly  Quarterly  Half-yearly  Yearly

**Date of first income payment (month/year)**  /   
M M / Y Y Y Y

### 5B. PERSONAL BANK ACCOUNT TO RECEIVE THE INCOME PAYMENTS

Please indicate below (completing one box only) into which bank account you require benefits to be paid to from your drawdown fund.

#### Option 1 – Cofunds Cash Account

Tick this box if you would like your benefit to be paid into your Cofunds Cash Account.

#### Option 2 – Transfer to your nominated bank account

Tick this box if you would like your benefit paid to your nominated bank account outside of the Cofunds platform. Please enter the details below:

<input type="text"/>	<b>Bank or Building Society name</b>	<input type="text"/>	<b>Bank/Building Society Account Number</b>
<input type="text"/>	<b>Address</b>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<b>Postcode</b>	<input type="text"/>	<b>Branch Sort Code</b>
<input type="text"/>	<b>Name(s) of account holders(s)</b>	<input type="text"/>	<b>Building Society Roll Number</b>

We are only able to make payments to a personal account in your own name, including joint accounts and your Cofunds Cash Account. In addition, payments may only be made to a UK bank account or to an account that can accept BACS, Faster Payments or CHAPS payments. Please speak to your bank if you have any questions as to whether your account is suitable.

### 5C. OPTIONS FOR MAKING REGULAR INCOME PAYMENTS

**If you have an active Fund Sale Instruction we can use this to fund your regular income payments by selling units from your largest commission-free share class fund. Alternatively you can select to set up a Sale for Regular Payment by completing either Option 1 or 2 below.**

On the fifth business day of the month, Cofunds will calculate whether you have enough money in your Pension Trading Account to cover any related payments due to go out that month.

If the calculation shows that you will not have enough money in your Pension Trading Account to meet the required payments, on the ninth business day of the month we will sell enough units from your investments to raise the required amount. However, in some instances, including but not limited to when unusually large numbers of instructions are received, the sale may be placed on the subsequent business day at the next available valuation pricing time. Please note: you will not receive a confirmation notice for each sell down, it will appear on your statement.

For more information on income sell down options and how the process works, please refer to the Terms and Conditions of the Cofunds Platform or Cofunds Pension Account Customer Agreement (as appropriate), or speak to your adviser/intermediary. Please also see the Sale for Regular Payment Instruction form: [www.cofunds.co.uk/docs/aub/sfrp/](http://www.cofunds.co.uk/docs/aub/sfrp/)

If your Pension Trading Account has less than the income payment amount required, Cofunds will effect a sale of units as per your instruction.

**If you do not have an active Fund Sale Instruction and you do not complete the boxes below we will set up a Sale for Regular Payment to sell from your largest value fund.**

#### Option 1 – Largest value fund

A sale of units from your largest value fund held within your Cofunds Pension Account.

#### Option 2 – Nominated fund

You can nominate a fund from which units are to be sold. If, at the time of calculation, we cannot raise enough to meet payments from your nominated fund (or your nominated fund is not available for trading at that time), we will check to see if the required amount can be raised from your largest value fund.

<input type="text"/>	<b>Fund manager, fund name and share class</b>	<input type="text"/>	<b>Percentage of income payment</b>
			<b>100 %</b>



## Appendix I: Adviser Declaration

This section should be completed by a regulated UK adviser if advice has been given on converting to flexi-access drawdown.

### ADVISER DETAILS

Name of authorised individual

Full name of regulated organisation

Regulator's reference number for organisation

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Regulator's reference number for individual

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Address

Telephone number

Fax number

Postcode

Email address

If the regulated organisation is an appointed representative or part of a network, please give details below.

Regulator's reference number for principal or network

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### DECLARATION

Please confirm whether you have provided advice to your client on converting to flexi-access drawdown from the Cofunds Pension Account:

I have provided advice to my client on converting to flexi-access drawdown.

I have not provided advice to my client on converting to flexi-access drawdown but I have explained the risks of drawdown.

Name

Position in organisation

Signature

X

Date

All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited.

The Cofunds Pension Account is provided by Suffolk Life Pensions Limited (Suffolk Life) 153 Princes Street, Ipswich, Suffolk IP1 1QJ.

Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA). FCA registration number 116298.

The assets of the Cofunds Pension Account are held on the Cofunds platform provided by Cofunds Limited (Cofunds), One Coleman Street, London EC2R 5AA. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734.

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