ROYAL LONDON

Group Stakeholder Pension Plan

Transfer application form

If you'd like to transfer the pension savings you've built up in your employer's previous pension scheme to your employer's new Group Stakeholder Pension Plan with Royal London, just follow these three simple steps.

If you prefer, you can request the transfer using our mobile app. Our **Weighing up your options guide** has details on how to do this.

1 CHECK IT

Please read this application form carefully.

2 COMPLETE IT

If you decide to transfer your pension savings to your Royal London plan, complete the form, including the declaration in **Section 4.**

3 RETURN IT

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

1 | Your details

Name of your employer's new group stakeholder plan	
Your employer's new group scheme number	
Your Royal London plan number	
Full name	

We'd like to keep in touch with you by email about your transfer and any relevant developments to our service. Please provide your email address in **BLOCK CAPITALS.**

Email address

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2 | Transfer payment

Please complete this section with the details of your previous plan.

Name of previous pension provider	
Scheme name	
Scheme number	
Your previous plan number	

Please tick to confirm the following statements:

- **The full value of your previous plan will be transferred from your previous pension provider to Royal London** ☐
- **You haven't started taking any money or income from your previous plan** ☐
- **Your previous plan isn't:**
  - **subject to any existing or proposed earmarking or pension sharing orders**
    This is a court order which may redirect part or all of an individual's pension benefits to the ex-spouse or ex-partner. This will only apply in the event of divorce or on dissolution of a civil partnership. ☐
  - **subject to an existing or proposed trustee in bankruptcy and/or any other receiving orders**
    This is when a court appoints or chooses someone to oversee a bankruptcy. They will generally take responsibility for the financial affairs of a bankrupt individual and the distribution of assets to any creditors. ☐

Please contact us if you can't confirm any of the above statements.

3 | Privacy notice

Please read this section carefully.

How we use your personal information

In this notice we've included a summary of how we use your information. Our full privacy notice **royallondon.com/privacy** contains more detail on what we do with it, how long we keep it for, our lawful basis and your rights under the UK General Data Protection Regulation 2018.

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:

- Administering your plan;
- Completing any request or managing any queries or claims you make;
- Verifying your identity and preventing fraud;
- Fulfilling any other legal or regulatory obligations;
- Sending you membership information and managing your membership rights;
- Researching our customers' opinions and exploring new ways to meet their needs;
- Sending marketing information if we have your permission;
- Assessing and developing our products, systems, priced and brand;

If you require further information how we use your personal data you can contact us using the details below.

Post: **Data Protection Officer, Royal London, Royal London House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield, SK10 4EL.**

Email: **GDPR@Royallondon.com**

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4 | Declaration

Before signing this form, you should check that all the details provided within this form are correct.

I confirm that:

- this is my application to transfer the pension savings I've built up in my old plan detailed in Section 2 of this form, to my Royal London plan detailed in Section 1 and I agree to transfer my plan under a block transfer arrangement so that any protected benefits that may apply can be maintained on transfer.
- I have had the opportunity to read the contents of the workplace pension transfer service offer for my Royal London plan, including the **Weighing up your options guide**, and to obtain answers to any of my questions that I may have, before making my decision to transfer.
- I have not received financial advice from Royal London in respect of my decision to transfer.
- I understand that the transfer payment will be invested in line with my current investment choice unless I inform Royal London otherwise. *See* ***yourplan.royallondon.com*** *for full details of your investment options.*

I accept that:

- the terms of my new plan are detailed within my **Group Stakeholder Pension Plan booklet** which I received when this plan was set up and, I can request a further copy of this at any time.
- the transfer payment must come from a Registered Pension Scheme and will be subject to the rules of The Royal London Stakeholder Pension Scheme (No2). I can request a copy of these rules at any time.
- where any protected benefits apply, such as protected tax-free cash and minimum pension retirement age ("Protected Benefits"), these Protected Benefits cannot be maintained upon transfer unless two or more transfer requests from the scheme are received in the transfer window. I understand that this may result in either a delay to my transfer or my transfer being unable to proceed due to loss of Protected Benefits.
- where any Protected Benefits apply, these Protected Benefits cannot be maintained upon transfer where I have become a member of the Royal London Stakeholder Pension Scheme (No2) ("No 2 Scheme") 12 months prior to the date of transfer. I understand I must inform Royal London if I am a member of the No 2 Scheme as proceeding with the transfer will result in me losing Protected Benefits. *If you are unsure whether you are a member of the No 2 Scheme, please contact us. The No 2 Scheme includes both Group Stakeholder Pensions and Individual Stakeholder Pensions and which scheme you are in is detailed in your policy documents.*

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

- I authorise, instruct and apply to the current provider(s) to transfer sums and assets from the plan(s) as listed in section 4 of this application form 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(s), 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(s) to the current provider(s).
- 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(s) listed in section 4 of this application form where the whole plan(s) is transferring, or that part of the plan(s) represented by the payment(s) if only part of the plan(s) 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 I have read the information provided in this application form and that it is correct and complete to the best of my knowledge and belief.

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

Signature ____________________ **Date** D D / M M / Y Y Y Y

We may contact you by mail, phone, email or SMS either directly or through your approved financial adviser with further offers, promotions and information about our products and services that may interest you. Please tick this box if you don't want to receive this information. ☐

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Royal London
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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