

# Flexible Retirement Portfolio

## transfer value application

AH1

### How to fill out this form

Please use black ink and CAPITAL LETTERS or tick ☒ as necessary.

Any corrections must be initialled. Please do not use correction fluid as this will invalidate your application

Include postcode.

\* There are a number of possible ways you may trigger the Money Purchase Annual Allowance (MPAA) when accessing your benefits flexibly.

Your pension scheme or provider will have informed you if this is the case.

For further information please speak to your Financial Adviser.

### About this form

**You can only transfer money in if you are an existing Flexible Retirement Portfolio policyholder.**

Any portion of your transfer value you want invested in an Income Drawdown and Phased Retirement Plan will be transferred to Prudential (SAL 2) Personal Pension Scheme.

The Investor should complete all of the sections in this form except sections G, H and I – these sections should be completed by each Transferring Arrangement.

**It is a serious offence to give false information and to do so could lead to prosecution.**

### Part A – Investor's details

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other

Surname

Full forename(s)

Your address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Daytime telephone number

Gender

Female ☐

Male ☐

Date of birth

D	D	M	M	Y	Y	Y	Y
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Tax office district

Tax reference no.

National Insurance (NI) number

<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"/>
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Name of pension arrangement from which your transfer value is to be paid

Part A – Investor’s details – continued

Transfer details

Full name of Scheme/Arrangement

Transferring Plan Number

What type of pension is this?

- ☐ Occupational Pension Scheme – DB
- ☐ Occupational Pension Scheme – DC with Safeguarded (GAR or GAR equivalent)
- ☐ Occupational Pension Scheme – DC with Safeguarded (non-GAR or GMP)
- ☐ Occupational Pension Scheme – DC with no Safeguarded
- ☐ Buyout with Safeguarded (GMP or Deferred Annuity)
- ☐ Buyout with no Safeguarded
- ☐ PP/RAC/FSAVC with Safeguarded (GAR or GAR equivalent)
- ☐ PP/RAC/FSAVC with Safeguarded (non GAR)
- ☐ PP/RAC/FSAVC with no Safeguarded

Name and address of Trustee/Administrator

Postcode

Please indicate the type of transfer

- ☐ Full
- ☐ Partial

Estimated Transfer Value

£

Is the plan subject to any existing or proposed trustee in bankruptcy orders, or earmarking or pension sharing orders, or other receiving orders?

Yes

No

Have you previously accessed benefits flexibly?\*

Yes

No

If Yes, please specify the date these were accessed.

D

D

M

M

Y

Y

Y

Y

Part B – Investment details

Please choose the funds you want used for investment of your transfer value (maximum of 20) and the percentage of the transfer value to be invested in each fund. Fractions of 1% should not be used. Investment in the With-Profits Fund is only available before age 72 (except for Income Drawdown Plans set up with proceeds of Phased Retirement Plans).

Fund Names	%
	%
	%
	%
	%
	%
	%
	%
Total	100%

## Part C – Income drawdown option

If you have HM Revenue & Customs P45 for earnings in the current tax year, you should attach this so that we can set up PAYE deductions. Alternatively, you can tell us (in writing) the tax rate to be deducted from your Drawdown payments until we get the formal notification from HM Revenue & Customs – to avoid creating tax arrears.

Amount of transfer value to be invested in an Income Drawdown Policy

£

Amount of tax free cash benefit required

£

If you want regular Drawdown payments, please complete the following section, otherwise we will assume that Drawdown payments are not required.

• How much each time?

£

(gross)

• How often?

monthly

quarterly

half yearly

yearly

Date regular Drawdown payments to start

D	D	M	M	Y	Y	Y	Y
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Units will be realised evenly across all the funds you chose (in Part B) to meet your Drawdown payments. Alternatively, you can choose to have your Drawdown payments met from only one fund.

Do you want Drawdown payments met from one fund?

Yes

No

If yes, which fund do you want used first?

### Bank or Building Society account details for Drawdown payments

Name of account holder

Name and Address of Bank/Building Society

	Postcode

Sort Code

		–			–		
--	--	---	--	--	---	--	--

Account Number

--	--	--	--	--	--	--	--

Roll number (Building Societies only)

--	--	--	--	--	--	--	--	--	--	--	--

This should be one of the funds you chose in Part B.

## Part D – Phased retirement/phased retirement to income drawdown option

\* Do not complete the rest of this section unless you want the Phased Retirement to Income Drawdown option.

Amount of transfer value to be invested in a Phased Retirement Plan

£

\*Portion of this transfer value to be transferred to Drawdown

£

Total target income in the first 12 months:

• Tax free cash benefit

£

• Gross Drawdown amount (annual figure) before PAYE tax deduction

£

• How often do you want the Drawdown payments made?

monthly

☐

quarterly

☐

half yearly

☐

yearly

☐

Date regular Drawdown payments to start

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Units will be realised evenly across all the funds you chose (in Part B) to meet your Drawdown payments. Alternatively, you can choose to have your Drawdown payments met from only one fund.

Do you want Drawdown payments met from one fund?

Yes

☐

No

☐

If yes, which fund do you want used first?

### Bank or Building Society account details for Drawdown payments

Name of account holder

Name and Address of Bank/Building Society

	Postcode

Sort Code

			–				–			
--	--	--	---	--	--	--	---	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--

Roll number (Building Societies only)

--	--	--	--	--	--	--	--	--	--	--	--

If you have HM Revenue & Customs P45 for earnings in the current tax year, you should attach this so that we can set up PAYE deductions. Alternatively, you can tell us (in writing) the tax rate to be deducted from your Drawdown payments until we get the formal notification from HM Revenue & Customs – to avoid creating tax arrears.

This should be one of the funds you chose in Part B.

## Part E – Death benefit selection

If you want to alter any of the details you give in this section at any time in future, you should advise Prudential in writing.

### Income Drawdown and Phased Retirement

#### E.1 Nominated beneficiary details

Full name

If the nominated beneficiary is a minor then please tick this box and complete details of parent/guardian below:

☐

Relationship (if any)

Address

  
  
 Postcode

Percentage of your total fund

 % \*

Full name

If the nominated beneficiary is a minor then please tick this box and complete details of parent/guardian below:

☐

Relationship (if any)

Address

  
  
 Postcode

Percentage of your total fund

 % \*

#### Parent/guardian details

Full name

Relationship to beneficiary

Address

  
  
 Postcode

#### E.2 Trustees' discretion

Percentage of your total fund

 % \*

Full name

If the nominated beneficiary is a minor then please tick this box and complete details of parent/guardian below:

☐

Relationship (if any)

Address

  
  
 Postcode

Percentage of your total fund

 % \*

Full name

If the nominated beneficiary is a minor then please tick this box and complete details of parent/guardian below:

☐

Relationship (if any)

Address

  
  
 Postcode

Percentage of your total fund

 % \*

Full name

Relationship to beneficiary

Address

  
  
 Postcode

#### E.3 General survivor's fund

Percentage of your total fund

 % \*

Selecting "General Survivor's Fund" in relation to Income Drawdown will prevent any payment to a beneficiary who is neither your spouse or civil partner nor your Financial Dependant in respect of that fund.

Selecting "General Survivor's Fund" in relation to Phased Retirement will be treated in the same way as Trustees' Discretion.

\* The total "percentage of your total fund" should equal 100%.

## Part F – Investor’s declaration

### Declaration to the Existing Pension Provider

1. I authorise, instruct and apply to the current provider to transfer sums and assets from the plan(s) as listed in Part A of this application directly to Prudential and to provide any instructions and/or discharge required by any relevant third party to do so.
2. I accept that in order to comply with regulatory obligations, Prudential and the current provider named in this application may need to verify my identity and residential address, and may use credit reference agency searches and ask for my documents to verify my identity and address.
3. Until this application is accepted and complete, Prudential’s responsibility is limited to the return of the total payment(s) to the current provider(s).
4. When payment is made to Prudential as instructed, this means that I shall no longer be entitled to receive pension benefits from the whole of the plan(s) listed in Part A where the whole of the 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.
5. I have read any information provided or made available to me by the current provider in connection with this transfer.

### Declaration to Prudential and Existing Pension Provider

1. I accept responsibility in respect of any claims, losses, expenses, additional tax charges or any penalties that Prudential 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.
2. I authorise Prudential, the current provider, any contributing Employer and any financial intermediary 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 the receiving provider.

### Declaration to Prudential

1. I apply for membership of the Prudential (SAL 2) Personal Pension Scheme. I agree to be bound by the Rules of the scheme.
2. I request that the Trustee/Administrator of the scheme shown in Part A above (the “previous arrangement”) pays the transfer value shown at C and/or D to the Prudential (SAL 2) Personal Pension Scheme and, in consideration for this, Prudential sends me an Income Drawdown and/or Phased Retirement Plan in accordance with the instructions I have given in this application, each such plan initially incorporating 10,000 separate arrangements, each in respect of one ten-thousandth of the transfer value which I have confirmed is to be invested in that plan.

3. I declare that the information given by me in this application is correct and complete to the best of my knowledge and belief, and agree that this application, any other written statement by me or the administrator or insurer of the transferring arrangement to Prudential and Prudential’s acceptance shall be deemed to form part of any resultant contracts.
4. If I am transferring a capped drawdown arrangement(s) to a flexi-access drawdown arrangement(s), I will be subject to the Money Purchase Annual Allowance (MPAA) from the date of my first flexi-access payment, or if I am already subject to the MPAA, I have supplied the date the MPAA first applied to me in Part D.
5. I understand and agree that:
  - (i) the administrator or insurer of the transferring arrangement will be discharged of all liability to or in respect of me under that arrangement, in so far as the benefits under the transferring arrangement are represented by the transfer value amount shown in this form;
  - (ii) benefits arising from any plan to be issued as a result of this application are incapable of commutation, surrender or assignment (assignment) except in so far as permitted by the conditions thereof and by the Finance Act 2004;
  - (iii) if I have applied for a Drawdown Plan, I may alter the amounts, and frequency, of the Drawdown payments by giving revised instructions, in writing or otherwise, to Prudential to accept such instructions whether they are directly from me or from the financial adviser who arranged my Income Drawdown Plan (or any other adviser I appoint and confirm in writing to Prudential) provided that such payments are made only to the bank or building society account detailed in Part C or D of this application (or to any other account which I subsequently confirm in writing to Prudential);
  - (iv) Prudential may adjust Drawdown payments (upwards or downwards) at any time in the future if this is necessary to comply with HM Revenue & Customs rules;
  - (v) Prudential shall be fully discharged of any liability for payments made in accordance with the Declaration I have given in this application;
  - (vi) I can alter the investment fund selection shown in Part B of this application in future by giving revised instructions, in writing, to Prudential to accept such instructions whether they are directly from me or from the financial adviser who arranged my Income Drawdown and/or Phased Retirement Plan (or any other adviser I appoint and confirm in writing to Prudential) provided that such revised instructions meet Prudential’s requirements.

## Part F – Investor's declaration – continued

6. I consent to Prudential's giving to or obtaining from the administrator or insurer of the transferring arrangement or others, such further information as may be reasonably necessary for the installation and administration of any plan to be issued.
7. If the transfer value is from an existing plan where Drawdown payments have been made,  
I confirm that:
  - (i) I took income withdrawals from the plan detailed in Part G of this application or in any other application submitted to Prudential.
  - (ii) I want to receive income in the form of income withdrawals, as confirmed in Part C or D of this application and
  - (iii) I understand and accept that
    - I can take only Drawdown payments from the new Income Drawdown Plan.
    - I cannot pay any further contributions to the Income Drawdown Plan.
    - I must buy an annuity with the remaining fund no later than the date I attain age 75, or if I wish to remain invested beyond 75, I understand I will need to move to an arrangement with another provider.
    - if, on my death, any of the survivors continue income withdrawals under the fund, my survivors must buy annuities with the remaining fund by the date when such survivor will be age 75, or if they wish to remain invested beyond 75 they will need to move to an arrangement with another provider.
8. I confirm that where I am transferring in Guaranteed Minimum Pension of salary-related contracted-out benefits for pensionable service after 5 April 1997, I acknowledge that benefits provided will be in a different form to those payable from the transferring scheme.

### How we use your personal information

We, Prudential Prudential UK (part of M&G plc), take the privacy and protection of your personal information seriously.

So we've set out below information about our processing of your personal information, what rights you have, and how you can get in touch if you want to know more.

When we say personal information, we mean information about you, such as your name, date of birth and contact details. We collect personal information from you that is necessary for us to either provide you with the product or service you've requested or to comply with statutory or contractual requirements. Unfortunately if you don't provide all of the information we require this may mean we are unable to provide our products and services to you.

## Part A – How we use your personal information and why

We, M&G plc and our Business Partners, will use the personal information you provide to us, together with other information, for the following purposes:

- the administration of our products and services, including to enable us to perform our obligations to you and to provide any relevant services as discussed with you prior to any purchase of a product or service
- complying with any regulatory or other legal requirements
- carrying out checks using agencies such as credit reference agencies, tracing companies, or publicly available information (see Part B for more)
- the provision of customer services – like to reply to a question, or tell you that something's changing
- automated decision-making or profiling (see Part C for more)
- keeping your information on record and carrying out other internal business administration

In addition, we, M&G plc and our Marketing Partners, will use the personal information you provide to us, together with other information, to send you direct marketing offers by electronic and non-electronic means including by post, as well as sending you introductions to products and services from carefully selected third parties also by post. Please see Part G for further details.

Some of the purposes above are necessary to allow us to perform our contractual obligations to you and to enable us to comply with applicable laws and regulation. We may also rely on legitimate interests or other legal bases in using and sharing your personal information for the purposes described above to improve our products and services. This allows us to explore ways to develop our business and to gain insights into how our products and services are used. To the extent that we need your consent to use your personal information for the purposes described above, you explicitly provide your consent by signing and returning this form, or as set out in Part G as appropriate.

### Who we share your personal information with and why

We may share your personal information within M&G plc and with our Business Partners, for any of the purposes set out in Part A. If you have a joint policy or investment, the other person may receive your personal information too. If appropriate, we may also pass on your personal information to financial crime prevention agencies, any legal, regulatory or government bodies.

As we, M&G plc and some of our Business Partners are global companies, we might need to send your personal information to countries that have different data protection laws to the UK or the

## Part F – Investor’s declaration – continued

European Economic Area. These transfers will only be to countries in respect of which the European Commission and, where applicable, the UK Government has issued a data protection ‘adequacy’ decision, or to other countries, such as India or the United States of America, but only where appropriate safeguards have been put in place first. In more limited circumstances, we may also need to rely on a derogation under applicable privacy laws.

If you want to know more about these safeguards – like our use of the European Commission’s or UK’s Model Clauses which govern the transfer of information outside of the European Economic Area and UK respectively – further information is available on request.

### We keep your personal information for a set amount of time

Your personal information will be stored either for as long as you (or your joint policyholder) are our customer, or longer if required by law or as is otherwise necessary. It’ll always be in line with our data retention policy.

## Part B – Reference checks

For certain products, we may use approved credit reference agencies, tracing companies, financial crime prevention agencies, or publicly available information, to help us to check your identity, as well as to prevent fraud and money laundering; this may include checks on your current or previous addresses. Results of these may be recorded for future reference.

These checks may also be carried out for a joint policy holder or person(s) that you provide personal information on. Should we ever lose contact with you, we may use these agencies to verify your address to help us get back in touch.

Any transfer of your personal information will always be done securely.

## Part C – We may use your personal information to make automated decisions or profile you

We, M&G plc our Business Partners, and our Marketing Partners may use your personal information to make automated decisions affecting you or to conduct other profiling (for example, marketing profiling).

To the extent that we conduct such automated decision making activity, we’ll provide you with further information at the appropriate time.

## Part D – Use of your sensitive personal information

For certain products or services, we’ll need to process your sensitive personal information, such as information relating to health, genetics, biometric identifiers and sexual orientation. To the extent that we need your explicit consent to process this kind of personal information in the manner described in Parts A, B, and C, you explicitly provide your consent by signing and returning this form.

## Part E – You’re in control

When it comes to how we use your personal information, you’ve got the right to:

- request a copy of your personal information for free (we may charge you for this if the request is manifestly unfounded or excessive)
- in certain circumstances request that we move your personal information to another organisation if you want us to
- request that we correct anything that’s wrong, or complete any incomplete personal information
- ask us to delete your personal information if it is no longer needed for the purposes set out in Part A or if there is no other legal basis for the processing
- limit how we use your personal information or withdraw your consents (including automated decision making) you have given for the processing of your personal information
- object to us using your personal information for direct marketing (including related profiling) or other processing based on legitimate interests
- complain to a data protection authority or another independent regulator about how we’re using it.

If you want to do any of these things, or would like an explanation as regards these rights, we’ve explained how you can get in touch in the Contact Us section.

If you do need to speak to us, it’ll be useful to have to hand that the data controller of your personal information is Prudential UK. Prudential UK have also appointed a Data Protection Officer who can be reached at the address shown in the Contact Us section of this document.

We may monitor or record calls or any other communication we have with you. This might be for training, for security, or to help us check for quality.



## Part F – Investor’s declaration – continued

### Part F – Acting on someone else’s behalf?

If you give us personal information about another person (or persons), we’ll take that to mean they have appointed and authorised you to act on their behalf. This includes providing consent to:

- our processing of their personal information and sensitive personal information (as we’ve explained in Parts A, B, C, and D above)
- you getting any information protection notices on their behalf.

If for any reason you are concerned as to whether you are permitted to provide us with the other person’s information, please contact us on the phone number below before sending us anything.

### Part G – Direct marketing

We and M&G plc will still send you information by post about the Prudential UK and M&G plc’s products and services and carefully selected third parties.

Additionally, from time to time, Prudential UK and M&G plc would like to contact you by electronic means with details about products, services and any special offers. Please note that any consent you give will not apply to M&G Investments Group and Prudential International Assurance plc as they operate their own customer databases and may contact you separately.

If you consent to us contacting you for this purpose by electronic means, please tick to say how we may contact you (tick as many or as few as you like):

Email ☐ Phone ☐ Text ☐

And if you change your mind, and/or you would like to opt-out of receiving non-electronic direct marketing, it’s easy to let us know. Just call us on 0800 000 000.

### Contact us

If you want to exercise your rights in Part E or if you require any other information about any other part of this notice, you can contact us in a number of different ways.

Write to us at: Customer Service Centre  
Prudential  
Lancing  
BN15 8GB

Call us on: 0800 000 000

Or visit: [pru.co.uk](http://pru.co.uk)

Prudential UK means The Prudential Assurance Company Limited, Prudential Distribution Limited, Prudential Life Time Mortgages Limited, Prudential Pensions Limited, and M&G Wealth Advice Limited as appropriate.

M&G plc means any affiliates of Prudential UK (including, Prudential International Assurance plc, PGDS (UK ONE) Limited, M&G Global Services Private Limited, M&G Investments Group, and Prudential Corporate Pensions Trustee Limited.

Business Partners means our service providers, accountants, auditors, IT service and platform providers, intermediaries, reinsurers, retrocessionaires, investment managers, agents, pension trustees (and other stakeholders), scheme advisors, introducers, selected third party financial and insurance product providers, and our legal advisers.

Marketing Partners means our service providers, intermediaries, pension trustees (and other stakeholders), scheme advisors, introducers and selected third party financial and insurance product providers.

**Please confirm if you have received free, impartial guidance from Pension Wise – the Government guidance service.**

Yes, I have used Pension Wise, the Government guidance service.

☐

No, I have not used Pension Wise, the Government guidance service.

☐

For your own benefit and protection you need to read carefully the documentation provided before signing this form. You also need to read carefully any further documentation provided to you in the future. If there is anything you do not understand please ask us for further information.

Signature of Investor

Date

D	D	M	M	Y	Y	Y	Y
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**Prudential as administrator of the Personal Pension Scheme agrees to administer the scheme as required by the rules of the scheme.**

## Part G – Details of transferring arrangement

Full name of Scheme/Arrangement

Name and address of Trustee/Administrator

	Postcode

Further information may be required for transfers from overseas schemes.

HMRC reference number

Where is the transfer coming from?

Tick as appropriate

UK Scheme Transfers ☐

Occupational Scheme ☐

Overseas Scheme Transfer ☐

Other ☐

Is the transfer the result of a divorce "pension splitting" order?

Yes ☐

No ☐

Is the pension being shared a pension in payment?

Yes ☐

No ☐

If yes, please show the amount of the transfer value from which no further tax free cash may be taken

£

(See Guidance Note 2 below.)

Part H – Transfer value details

Total amount of transfer value

Information Required for transfers to Phased Retirement/Phased Retirement to Income Drawdown option

Does the Investor qualify for Protected Tax Free Cash for pre 6 April 2006? Yes ☐ No ☐

Protected Tax Free Cash Amount at 5 April 2006

Fund Value at 5 April 2006

Amount, if any, taken into account in the calculation of lump sum retirement benefits already paid.

Now sign and date the declaration in Part I

## Guidance notes

1. The Prudential (SAL 2) Personal Pension Scheme under which Income Drawdown and Phased Retirement Plans are issued by Prudential is a UK Registered Scheme which has been allocated HMRC reference number 00605331RN.
2. You should show the amount which is to be transferred to the Income Drawdown or Phased Retirement Plan.

## Part I – Declaration and certification from transferring arrangement

1. We declare that to the best of our knowledge and belief the information given in all parts of this application is correct and complete.
2. We confirm that the transfer value detailed in this form is
  - consistent with UK legislation and
  - meets the requirements for equal treatment of retirement benefits between males and females in the same category of employment to the extent required by the Treaty of Rome.
3. If the transfer value is subject to a Court Order following the Investor's divorce (an "earmarking order"), a copy of this Order is attached.

Copy attached

For and on behalf of the administrator of the transferring scheme or the insurer of the transferring arrangement or contract.

Date

D	D	M	M	Y	Y	Y	Y
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☐

**For completion by financial adviser – essential information – all sections must be completed**

**1. Your FCA number (Registered Individuals)**

R.I. number

       

e.g. A B C 1 2 3 4 5 or

Registered Individual's forename

and

Registered Individual's surname

We only accept business where advice has been given

Was advice given?

Yes

☐

No

☐

**2. Your Agency details**

Your Prudential (SAL) Agency number or

     

e.g. 1 2 3 4 5 X

Agency name and address stamp

Your Prudential Company Representative number  
(if applicable)

     

e.g. 1 2 3 4 5 X

**3. Your Customer Reference Number (if any)**

               

Your usual routing instructions (for issue of acceptance letter and plan documents) will apply. If you want to give us different instructions for this case, please complete 4 and 5 below.

**4. Commission**

Prudential will not facilitate adviser charging or pay commission on this product.

Nil commission

☒

**For completion by financial adviser – essential information – all sections must be completed – continued**

**5. Routing instructions (if different from your usual instructions)**

Acceptance letter:

- ☐ Direct to investor with copy to you
- ☐ Both to you

Plan Documents to:

- ☐ Investor
- ☐ You
- ☐ Special destination\*

\* Special destination – name

Address

Postcode

Use of this address must have been authorised by the investor, to maintain client confidentiality.

**For Prudential Use Only**

Cheque acknowledgement number

Date Stamp

Cheque Amount

£