

## COFUNDS PENSION ACCOUNT DRAWDOWN TRANSFER REQUEST FORM

for existing clients

Also available on the Aegon website:

Cofunds Pension Account Drawdown Transfer Application Form – open a new Cofunds Pension Account by transferring a plan from which full or partial benefits are being taken.

If your personal circumstances mean you need any additional support, or if you'd like a large print, Braille or audio version of this document, please contact us on 0345 604 4001 (call charges will vary) or by visiting aegon.co.uk/additionalsupport

acgonico.ak/adarcionaisappor c

We recommend that you complete this form in conjunction with your financial adviser.

Please note failure to complete all the sections relevant to your application will cause delays with your request.

This form must be completed if you are transferring a plan, from which you are already taking full or partial benefits, to your Cofunds Pension Account.

Please talk to your adviser about setting up sell down options before completing this form.

A separate copy of this form must be completed where more than one scheme is being transferred.



Please complete this form by typing in the boxes, including the signature box(es) and email it to:

aegoncofundsadministration@aegon.co.uk.

Our email system and the way we deal with data internally is secure. However, we're unable to ensure the security of emails before they reach us so please consider this and do not include any personally sensitive, financial or banking information that has not been appropriately secured.

#### RECEIVING GUIDANCE OR ADVICE ON TRANSFERRING TO TAKE RETIREMENT BENEFITS

Please complete the questions regarding Pension Wise and financial advice below.

We think you should get financial advice or guidance before making any decisions regarding your pension savings, to help fully understand your options.

### Pension Wise guidance

Due to the importance of receiving guidance, the government introduced regulations to highlight Pension Wise. Pension Wise is a free and impartial government service from **moneyhelper.org.uk** offering you guidance on your pension savings and the options available to you. The regulations recommend you take guidance from an independent pension specialist at Pension Wise and appointments are available online, by phone or face to face.

You can book online at **moneyhelper.org.uk/pensionwise** or call them on 0800 138 3944. Alternatively call us on 0345 604 4001 (call charges will vary) and we'll book an appointment for you. Please have your product number to hand when you call us, as we'll ask you for it.

### Advice

Before making any decisions about taking your pension benefits you should also get advice from a financial adviser. If you don't have a financial adviser, you can visit **moneyhelper.org.uk/choosing-a-financial-adviser** to find one.

The regulations require you, or your adviser if they're completing the form on your behalf, to confirm the following options before we can proceed with your transaction. If you plan to take guidance and/or advice you should do this before completing this form.

Please make sure you answer the following questions.

1 Have you had advice from a financial adviser relating to this transaction in the last 12 months?

Yes Date / / / No

2 Have you received guidance from Pension Wise relating to this transaction in the last 12 months?

Yes - you don't need to complete question 3 Date // // // // // No - go to question 3

3 If you answered No in question 2 above and don't want to use Pension Wise, you need to opt-out.

Please tick the relevant option(s) below.

I don't want to receive guidance.

I don't want to receive advice.

I have already had advice in the last 12 months as confirmed in question 1.

If you've already received guidance or advice, you may want to do this again if there's been any significant change to your pension fund or personal circumstances.

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Section 1	Client details	
Product number  Mr/Mrs/Miss/Ms/Other - please specify	3	When completing date fields please use the usual <b>DD/MM/YYYY</b> format.
Full forename(s)		
Surname		
Phone number		
Email address		
	advice about the suitability or otherwise of crystallising all or part of your Cofunds Pension Acconnection on commencement lump sum and taking income under flexi-access drawdown or switching fress drawdown.	
We strongly advise you to see may influence your decision.	s financial advice before proceeding, especially if you're unsure how your current or future need	ds
Please ensure you have read a	nd answered the relevant questions in section 4.	
Section 2 Section 2	Scheme to be transferred	
Full name of transferring sche	me	Please check with the
Type of scheme being transfer (e.g. personal pension)	ed	current scheme provider if discharge forms are
Name of scheme administrate trustee/insurance company	or/	required. If so, please enclose them with this
Scheme administrator/truste insurance company address	e/	form. Not enclosing these may result in a delay to the transfer.
	Postcode	
Policy/account number (if applicable)		Please note crystallised
Transfer value	£	arrangements can only be transferred in full.
Is the transferring scheme a 1	full or partial transfer?	
Please note crystallised arrange	gements can only be transferred in full.	
Is the transferring scheme a d	efined benefits pension scheme, for example, a final salary scheme?	If you are not sure,
Yes		please check with your current scheme.
No – does the transferr	ing scheme include:	

V	Yes				
	No – does the transferring scheme include:				
	Guaranteed Annuity Rates	Yes	V	No	
	Any other safeguarded benefits that provide a guarantee or promise such as Guaranteed Minimum Pension (GMP) or guaranteed growth rates	Yes		No	V
V	I confirm that a suitably authorised financial adviser recommended that I transfer the scheme. Veransfer unless you have received a recommendation from a suitably authorised financial adviser.			•	me.

If the adviser named in Section 6 gave this advice they will be required to sign and complete Section 6. If they didn't give this advice but you would still like to transfer the scheme you are required to seek transfer advice from an authorised adviser who should confirm their recommendation to transfer by completing Appendix I.

## **Section 2**

## Scheme to be transferred - continued

## 2B. Transfer state

	Are the	funds	in this	scheme:
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V	You	ır own			
V	Inherited from a deceased person – if so, are you:				
	V	A dependant			
	1	A nominee			
	V	A successor			
	Bot	h - If both, please complete a separate copy of Section 2B for each arrangement being transferred.			

### Is this scheme:

Partial drawdown – state below whether the scheme is in flexi-	access o	r capp	ed drawd	lown and o	omple	ete Sectio	n 3.
Value of plan in drawdown	£						
Value of plan not in drawdown	£						
Flexi-access drawdown							
<b>Capped drawdown</b> – we also require the following information	n about t	he sch	neme you	ı are trans	ferring	g:	
<b>Capped drawdown</b> – we also require the following information  Reference date	n about t	he sch	neme you	are trans	ferring	g:	
, , ,	n about t	he sch	neme you	are trans	ferring	g:   	
Reference date		he sch	/	u are trans	ferring	g:	

If yes, and if in Section 6 your adviser has confirmed you have not received advice on switching to flexi-access drawdown, it is important that you consider the risks that may be associated with taking retirement benefits. We strongly advise you to seek financial advice before proceeding, especially if you're unsure how your current or future needs may influence your decision. Please complete the risk questions in Section 4.

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 contributions to your money purchase pensions will be limited to £10,000.

## 2C. Assets to be transferred

	•	The transfer payment will comprise only cash		
Assets are to be transferred as investments. Please ensure that the current scheme admin Please include one of the below:			ets are to be transferred as investments. Please ensure that the current scheme administrator permits this. ise include one of the below:	
			A full fund list including the number of units and SEDOL codes is enclosed	
		V	A completed <b>Investment Transfer Schedule</b> is enclosed	

Any funds that are not available in the Cofunds Pension Account must either be sold before the transfer is made or remain with the current scheme.

- A 1 111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
3A. Initial gross income		
l would like to take the follo		
Initial gross annual income	required Whole fund Nil Other, please specify amount £	each year
Type of income payment	Single Regular	When you first begin to
If regular, frequency of inco	ome Monthly Quarterly Half-yearly Yearly	take income, your payments may be subject
Month of first income paym	nent / /	to an emergency tax code.
All income payments will be	e made on the last business day of the month. We will continue to pay the same amount	This may result in you initially paying too much,
	years until you inform us otherwise.	or too little tax to HM Revenue & Customs
Where you select quarterly	payments, we will pay your income at the end of March, June, September and December.	(HMRC).
		We can only accept tax code notifications from
		HMRC directly, or from an original P45.
		g
3B. Your bank details		
lease indicate below which	n bank account you require the benefits to be paid to from your drawdown fund.	We are only able to make
ank or Building society name		payments to a personal
Address		account in your own name, including joint
		accounts. In addition, payment may only be
	Decease de	made to a UK bank account
	Postcode	or to an account that can accept BACS, Faster
Name(s) of account holder(s)		Payments or CHAPS payments. Please speak to
		your bank if you have any questions as to whether
Branch Sort Code		your account is suitable.
Bank/Building society Account number		
Building Society Roll Number		Income payments will always be paid by BACS.
3C. Options for making	single income payments	
	yment (including tax-free lump sum) from a Cofunds Pension Account (CPA), you must ensure that y	ou have sufficient cash availabl
vithin the CPA cash facility l	pefore submitting your instruction, otherwise we may not be able process your request.	
3D. Options for making	regular income payments	
I confirm that I have a	n active sell down instruction.	You will only see a
	t setting up a sell down option, please see the relevant Aegon platform terms and conditions.	record of sell downs in your annual statement.
	J	i voui annual Statement.

## **Section 4**

## Risk warnings

Please note: this section should be completed:

- By clients aged 50 or over who are transferring in uncrystallised funds and taking benefits within 3 months of the transfer.

- For all drawdown transfers.
- For capped drawdown to flexi-access drawdown switches.

Please answer the following question.

Prior to applying to take benefits have you taken advice in relation to flexi-access drawdown from an authorised adviser?

V	Yes please go to section 5.	1
	No* please answer the below questions to highlight the risks.	]

\* Having considered the matter, I will not be seeking financial advice and accordingly I wish to deal with Curtis Banks on an execution-only basis on making the application to transfer benefits. As an execution-only client I confirm that I have received all relevant key features documents, including personal illustration(s).

The Financial Conduct Authority requires us to make sure you have considered the potential risks of accessing your pension benefits. We are required to ask questions about your circumstances, so that we can provide warnings about the risks which might apply to you.

Once we have received your answers to the below questions, we will send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your down request until we have received this signed declaration. We can accept copies by fax 0370 414 8000 or email to **benefitsteam@suffolklife.co.uk** if this is more convenient for you.

Please note that this exercise is only intended to highlight potential risks - your answers won't affect your options.

#### **Guaranteed income**

Annuities offer a guaranteed income, but in drawdown there is no guarantee about the amount of income you might be able to take in the future. This is because the available income depends on your fund value, which is affected by many factors, such as investment performance. Are you comfortable with there being no guarantee of future income in drawdown?

drav	wdown?
	Yes
/	No/unsure

### Tax

Money that you take from your pension may be taxed (please see the applicable Key Features Document or beneficiary options factsheet for further information). If it is taxed as income, it is added to any other taxable income you receive during the tax year, and might push you into a higher tax bracket. It is also possible that the tax we deduct from any payments is not the final amount due: you may need to pay additional tax at the end of the year. Are you confident that you fully understand the tax implications of taking income from your plan?

V	Yes
V	No/unsure

### Investment scams

Some investment scams encourage people to withdraw money from their pensions in order to invest elsewhere. For example, they may offer unusually high rates of return, special offers, or there may be pressure to act quickly. The schemes can appear very genuine, but you risk losing some or all of your money. Are you aware of how to protect yourself from investment scams?

	or y garianic, bar you have been been all or you have been been been been been been been be		
	Yes		
<b>V</b>	No/unsure		

## Health

Annuities provide a guaranteed income for life and although the return may appear low, if your life expectancy is reduced because of poor health you may qualify for enhanced annuities which pay better rates. Are there aspects of your health or lifestyle which could make you consider whether you are potentially eligible for a better value annuity?

W	Yes
L/	No/unsure

## Inflation

When planning your long term income needs you need to take into account of future inflation, which will erode the buying power of your money. For example, if inflation is 2% p.a., £1 today will be worth 82p in 10 years time. If you are planning to take a level of income or a large lump sum from your pension, do you understand that inflation will erode the value of what will be available for you in the future?

available for your traffic factors.						
V	Yes					
V	No/unsure					

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Please note that this exercise is only intended to highlight potential risks to you - your answers won't affect your options.

We will not be able to process your retirement benefits until we have received this signed declaration. We can accept scanned copies by fax 0370 414 8000 or by email benefitsteam@ suffolklife.co.uk. As email isn't a secure method of communication, please don't send any personal, financial or banking information.

Risk questions - continued Section 4 Debt Are you aware that money taken from your pension could be available to creditors in respect of any unpaid debts you might have? Yes Nο **Benefits** Are you aware that taking money from your pension could affect your entitlement to means-tested benefits? Nο Ongoing income Any money taken from your pension now will reduce the amount that may be available to you in the future. Are you expecting this pension to provide you with income for the rest of your life? Yes/unsure No **Contributions** The annual allowance is the maximum amount that you, or anyone on your behalf, can contribute to your pensions each year without incurring a tax charge. It is currently £60,000. If you take income whilst in flexi-access drawdown, your annual allowance for money purchase pensions, such as your Cofunds Pension Account, will reduce to £10,000. Are you, or anyone on your behalf, likely to contribute more than £10,000 to money purchase pensions in the future? Yes/unsure No **Further investment** If you withdraw money from your pension to invest elsewhere, the charges on the new investments may differ from the charges applicable to your pension. The new investments are also likely to be subject to income tax and capital gains tax, whereas investments in your pension are exempt from these charges. If you plan to invest your money elsewhere, do you understand the difference in charges and how this could affect the value? Yes/not applicable No/unsure **Shopping around** 

There are several ways in which you can access your pension savings. Different products, with different options and charges, are available from various providers. We recommend that you research the options available to you. Are you

When you die, the remaining money in your pension can pass to beneficiaries, such as a spouse or other family members. Any money you take from your pension will reduce the amount which may be available to them on your death. Are you

happy that you've researched your options and have made an informed choice?

relying on this pension to provide for your beneficiaries when you die?

Means tested benefits include, housing benefit, council tax deductions, income support, Universal Credit, income-based job seekers allowance and any benefit that pays for long term care.

Yes No/unsure

**Beneficiaries** 

No

Yes/unsure

## Section 5

## **Investment Pathways**

The Financial Conduct Authority requires us to make sure you have considered the potential risks of holding more than half of your plan in cash and/or cash like assets. Examples of cash like assets are funds which are held in a current or deposit account and certain Government bonds.

We are required to ask questions about your investment intentions, so that we can provide warnings about the risks which might apply to you. Once we have received your answers to the below questions, if required, we may send you a statement highlighting the potential risks. If you still wish to proceed, you will need to sign and return the declaration on the statement, to confirm that you've read and understand the risk warnings and wish to proceed.

We will not be able to process your transfer in request until we have received this signed declaration. We can accept copies by fax 0370 414 8000 or email to **benefitsteam@suffolklife.co.uk** if this is more convenient for you.

Please answer the following question.

Prior to applying to transfer benefits in drawdown have you received a personal recommendation from an authorised adviser in relation to how to invest the funds in your plan?

6/	Yes please go to section 6.
	No please answer the below question in relation to the investments in your plan.

Investment Pathways is a process defined by the Financial Conduct Authority to assist individuals in selecting investments for their drawdown funds. More information on Investment Pathways can be found on the MoneyHelper website **moneyhelper.org.uk**, or you can telephone 0800 011 3797.

Please select one of the below 3 options to confirm how you wish to select the investments for your plan:

Option 1						
•	Use Investment Pathways					

Where you have selected option 1, please select one of the below Investment Pathway options that corresponds most closely to your current intentions:

•	I have no plans to touch my money in the next 5 years
	I plan to use my money to set up a guaranteed income (annuity) within the next 5 years
6/	I plan to start taking my money as a long-term income within the next 5 years
	I plan to take out all my money within the next 5 years

Option 2				
		Select investments without using the Investment Pathways		

# Option 3 Remain invested within your current investments in your existing plan, if you have one

Please note: Curtis Banks does not offer Investment Pathways, so we will be unable to proceed with your transfer application if you have selected option 1. We recommend that you discuss your options and your personal circumstances with a financial adviser. If you do not have a financial adviser, you can contact the MoneyHelper website **moneyhelper.org.uk**, or you can telephone 0800 011 3797.

Please continue to section 6.

Section 6	Adviser (for adviser use only)										
Adviser name											
Firm name											
6A. Advice given											
Did you advise your client	on the suitability of transferring any employer-spon	sored scheme	s to the Co	funds Pe	ension Ac	coun	t?	Yes	<i>U</i>	N	o /
Did you advise your client t	o transfer any safeguarded benefits to the Cofunds P	ension Accour	nt?					Yes		N	<b>o</b>
Please complete the below	declaration if your client wishes to switch from capp	ed drawdown	to flexi-aco	ess drav	vdown:						
Have you provided advice	to your client on switching from capped drawdown t	o flexi-access	drawdown	?				Yes	<b>V</b>	N	o /
Have you provided your clie	ent with a personal recommendation in relation to ho	w to invest the	funds in th	eir plan?				Yes	6/	N	o 🗸
· · · · · · · · · · · · · · · · · · ·	ny/our client with the details of the fees appropriate	to their investr	ment (if app	olicable).							
Signed (type name here)	<		FCA D. (	Date		/ _		_ / [			
Adviser name			FCA Refe Number								
Firm name			Po	osition							
(whether in my handwriting or relaccept that an additional arran of drawdown income. Each semaintained separately and will Charges Sheet.  I understand that you may under of verifying my identity and aged supply against any particular have access. They may also us verification purposes. A record I confirm I wish to take the incord I understand that, in accordance respect of the transfer of the all hereby consent to Curtis Bainsurance company or other performed which I am or have been a migiving of such details to Curtis I also consent to my adviser obto While Curtis Banks will request Banks is not responsible for the I understand that Curtis Bank information requested in the Internation of the pension Account.  I understand that a drawdown at I understand that if I hold Enhoontribution, or transfer funds under which this protection will ump Sum and Death Benefit (OTA) will apply to my pension be	for any claims, losses and expenses of any nature which you may incur as a result of having made the transfer(s) listed above.  I authorise you to release all necessary information to Curtis Banks to enable the transfer of funds to Curtis Banks.  I authorise you to obtain from and release to my adviser any additional information that may be required to enable the transfer of funds.  If an employer is paying contributions to any of the plans as listed above, I authorise you release to that employer any relevant information in connection with the transfer of funds from the relevant plan(s).  Until this application is accepted and complete, Curtis Banks' responsibility is limited to the return of the total payment(s) to the administrator of the transferring scheme(s).  Where the payment(s) made to Curtis Banks represent(s) all of the funds under the plan(s) listed above, then payment made as requested will discharge the administrator of the transferring scheme of all claims and responsibilities in respect of the plan(s) listed.  Where the payment(s) made to Curtis Banks represent(s) part of the funds under the plan(s) listed above, then the administrator of the transferring scheme will be discharged of all claims and responsibilities only in respect of the part of the plan(s) represented by the payment(s).  7C. Declaration to Curtis Banks and the administrator of the transferring scheme may incur as a result of any incorrect information provided by me or of any failure on my part to comply with any aspect of this transfer form.										
and typing the date in the date signature. When you sign the for declarations and confirming that	orm by typing your full name in the signature box below box. Your typed name in the signature box will be your orm, by typing your name in this box, you are making the st you wish to proceed with the instructions in this form. urtis Banks to provide details to MoneyHelper.			_				7 -			
Signed (type name here)	X			Date		/		/[			
Client name											

Appendix I	Adviser declaration									
Adviser details										
Name of authorised individual Full name of regulated organisation		Please complete this section, in full, if you are not the client's current adviser as known to								
Regulator's reference num	ber for organisation	Cofunds.								
Regulator's reference num	ber for individual	This section <b>must</b> be								
Address		completed by a suitably authorised UK adviser if advice has been given <b>in all</b> <b>cases</b> on converting to								
	Postcode	flexi-access drawdown and/ or transfers from schemes								
Telephone number		containing safeguarded benefits, if relevant.								
Fax number		benefits, in relevant.								
Email address										
If the regulated organisation	on is an appointed representative or part of a network, please give details below.									
Name of principal or network										
Regulator's reference num	ber for principal or network									
Declaration (to be completed and signed if the client has stated they have sought advice containing safeguarded benefits)										
Please confirm whether yo	u have provided advice to your client on scheme transfers into and/or taking benefits from the Co	funds Pension Account:								
I have provided advic	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.										
I confirm that I have recommended the client (as named in Section 1) to transfer his/her pension scheme(s) containing safeguarded benefits to the Cofunds Pension Account.										
Name										
Position in organisation										
Adviser signature	Date /									
	(type name here)									

The Cofunds Pension Account is provided by Curtis Banks Pensions (Curtis Banks), a trading name of Suffolk Life Pensions Limited (Suffolk Life). Registered address: 153 Princes Street, lpswich, Suffolk IP1 1QJ. Registered in England and Wales number 1180742. Suffolk Life is authorised and regulated by the Financial Conduct Authority (FCA) under FCA registration number 116298. All assets held in the Cofunds Pension Account are legally owned by Suffolk Life Trustees Limited and are held on the Aegon Platform provided by Cofunds Limited (Cofunds). Registered address: Level 26, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB. Registered in England and Wales No. 3965289. Authorised and regulated by the Financial Conduct Authority (FCA) under FCA Registration No. 194734. 2025 Aegon UK plc

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