



Private and Confidential  
Mr J Williams  
Basement Flat  
12 Pembroke Road, Clifton  
BRISTOL  
BS8 3AX

DC Pensions  
Legal & General  
PO Box 1560  
Peterborough  
PE1 9AP

13 February 2025

## Your pension pot transfer value

Dear Mr J Williams

Schemename: WPL\_ LEGAL & GENERAL  
WORKSAVE PENSION SCHEME  
Account number: 2515946501

Thank you for your enquiry to transfer your pension pot to another pension scheme.

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Your transfer value at 12/02/2025 is:  
£5030.61

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Please remember that the amount of your pension pot value shown is not guaranteed and may vary due to the daily ups and downs within investments. The exact pension pot value will not be known until the transfer date.

In this pack is important information we recommend that you read before you decide to transfer your pension pot, including a regulatory leaflet on pension scams. Further information may be found at [legalandgeneral.com/protectyoursavings](https://legalandgeneral.com/protectyoursavings) and we would urge you to read these before deciding to transfer.

If you're 50 or over and haven't done so already, we strongly recommend you use the government's Pension Wise service provided by MoneyHelper. To find out more, please see the 'Pensions Guidance' form included in this pack which must be completed to avoid any delays in processing your request.

### Why have I received this?

You can use this form to transfer your pension pot from Legal & General to another UK registered pension scheme.

### What do I need to do?

Read through the information and if you wish to continue with your transfer please complete the form.

### Contact us



Find help and support at [legalandgeneral.com/mya](https://legalandgeneral.com/mya)



[grouptransfersout@landg.com](mailto:grouptransfersout@landg.com)



0370 165 9406  
Open Monday to Friday  
8.30am to 7.00pm

We may record and monitor calls. Call charges will vary.

You should always compare product charges and features before making any decision to transfer. We recommend that you consider taking financial advice before making a final decision. You can find a financial adviser in your area by visiting [unbiased.co.uk](http://unbiased.co.uk). Please note advisers usually charge for their services.

Yours sincerely

DC Pensions Customer Services

For a copy of this or any item of our literature in larger print, Braille or audio format, you can contact us by email at [employerdedicatedteam@landg.com](mailto:employerdedicatedteam@landg.com) or call us on 0345 026 8983.

Call charges will vary. We may record and monitor calls.

Trust-Based Occupational Pension Schemes are authorised and regulated by The Pensions Regulator.

Administrator: Legal & General Assurance Society Limited. Registered in England and Wales No. 00166055. Registered office: One Coleman Street, London EC2R 5AA. Legal & General Assurance Society are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. However, the administration of occupational pension schemes is not regulated by the FCA or PRA.

D100655 10/23 DC002350




# Transfer Out Application Form

## Is this the right form for me?

This form is intended for those who wish to transfer their pension pot to another provider. Please note:

- Many pension providers use the Origo online service to transfer money securely and efficiently. As an alternative to completing this paperwork, you may want to contact your new provider to see if they can use this service instead. You should still read through the important information in this pack which outlines the key considerations before transferring.

If your new pension provider does not use Origo Options, we will require the forms within this pack to be filled in by you and your new provider

 Please send all forms back together (once all have been completed) otherwise there will be a delay in processing your request.

## How do I fill out the form?

The form contains three sections. The blue sections (parts 1 and 3) are for you to read and complete. The green section (part 2) is for your new Pension Scheme Provider Trustee/Scheme Administrator to complete.



- Read through part 1a and part 1b.
- Send to your new pension provider to fill out part 2.
- Once you have received it back, check that everything is correct, fill out part 3 and send it in to us.

## How do I return the form?



Please post the completed form back to us:

Legal & General  
PO Box 1560  
Peterborough  
PE1 9AP

When we've received your form and any supporting documents, we'll review your transfer request. However, to protect you from scams we may need to ask you for additional information, and you may need to attend an appointment with the Money and Pensions Advisory Service. We will let you know if this is the case and send you guidance about what steps you need to take next.

# 1a. Things to consider when transferring a pension

1. Legal & General will not be able to proceed with your transfer request unless these forms are fully completed.

What does this mean for me?



Fully complete this form for us to process your request.

2. You can transfer your pension pot to any pension scheme registered with HM Revenue & Customs (HMRC). If you transfer to a scheme that's not registered with HMRC, this is known as an unauthorised payment and you will have to pay a tax charge of 55%. We will do all we can to check that your new pension provider's scheme is registered and will not pay such a transfer should we find the scheme to not be registered.

Similarly, if you transfer your benefits to a UK registered pension scheme that does not provide you with benefits consistent with the law applicable to such schemes (for example, paying your entire benefits as cash, or paying any benefits at all before you reach age 55 unless due to ill health), any such payment made would also be an unauthorised payment and you will have to pay a tax charge of up to 55%.

By completing this form you're stating you're fully aware of the implications of a scheme not meeting the requirements to be a registered pension scheme, and that you are fully aware that UK tax charges may apply.

You will need to check if your new pension provider's scheme is a registered pension scheme and adheres to current UK pensions law and regulation.

Legal & General cannot be held responsible for the consequences of registered pension schemes not administered by Legal & General making payments in this way. For more information visit the HMRC website at [hmrc.gov.uk](http://hmrc.gov.uk).

Tax charges may apply if your receiving scheme is not a UK registered pension scheme. You can check this with HMRC.

3. If you would like to transfer to a Qualifying Recognised Overseas Pension Scheme you must contact us and we will send you the additional forms that need to be completed.

Contact us if you want to transfer to an Overseas Pension Scheme.

4. Here are some key considerations when transferring to another provider:

- Whether the charges on your new plan are more or less than on your current plan (see step 5). Charges can vary significantly between providers and you should check you're comfortable with how much you will be paying in your new scheme.
- Whether the pension scheme you're transferring to offers the retirement option you may want to take in the future. For example have you checked that your new provider is able to offer flexible income drawdown or that you won't incur additional charges when you access your pension pot?
- Are there fees associated with joining your new provider or when you need to use some of the product features? For example, Legal & General do not charge when you start to use the flexible drawdown facility or withdraw lump sums.
- Are the features of the plans different, for example the age you can start to access your benefits or investment choice?

If you want to remind yourself about the conditions of your current plan you should be able to view this information on your scheme's website.

Review all the considerations and check to see if any apply to the new provider.

## 5. Charges are never more important than when it comes to your retirement savings.

When comparing what different providers can give you, take a look at all the fees and charges. They could make a big difference to how far your pension savings go. Also, you may have preferential rates agreed by your employer on your behalf.

Fees and costs to look out for:

- Platform, service or administration fees (either a percentage of your pension savings, a fixed fee, or both)
- Fund Management Charges are a percentage of your pension savings and depend on the investments you choose
- A separate fee for taking income or lump sums
- A fixed fee each time you change your investments
- A fee to transfer out, if you decide to change provider

Remember pension transfers are complex and may not be suitable for everyone. Before going ahead, we strongly recommend you carry out a full comparison of the benefits, charges and features offered and if you are unsure, seek financial advice.

Your Legal & General scheme charges and where to find them

There are some charges that you pay for your Legal & General pension plan - the Annual Management Charge (AMC) for administration of the pension and the Fund Management Charge (FMC). We won't charge you a fee for taking income or lump sums, switching investments or transferring to another provider.

Check and understand the charges in your new providers plan to see if it's right for you.

### Current AMC:

Pension pot tiers	Percentage	What does this mean?
Your AMC is split into layers or tiers, with each tier sometimes charged a slightly different amount:		Your pension pot value is currently £5030.61  So you'll be charged:
Under £50000	0.37%	£5030.61 at 0.37%
£50000 and above	0.37%	

**Current FMC:** For more information on the individual fund charges, please refer to your scheme documentation or log in to Manage Your Account ([legalandgeneral.com/mya](https://legalandgeneral.com/mya)) and access the relevant fund factsheet.

## 6. The last contribution

If you are an active member of the pension scheme (paying in contributions), it is possible that we may receive a final contribution after we have transferred your pension pot.

If you think there may be a final contribution due, you should contact your employer to inform them that you are transferring your pension pot and unless you are setting up a new one, then no more contributions should be deducted from your salary.

If we do receive a final contribution after you've transferred and you are not setting up a new pension pot with us we will try to pay it to your new pension provider. If they do not accept it we will pay it to you as a cash lump sum and tax charges will apply. In some cases the tax charges may be as high as 70%.

Making further contributions into a Legal & General pension pot

If you or your employer intend to continue making contributions to a Legal & General pension pot after you've transferred, you'll need to speak to your employer, as a new pension pot will need to be set up to accept any future contributions.

Speak to your employer about final and further contributions into your pension pot.



## Other information and help

We believe it's essential you receive financial advice in order to make an informed decision. You can find a financial adviser in your area by visiting [unbiased.co.uk](https://unbiased.co.uk). You should be aware that advisers usually charge for their services.

Information that may help you in deciding whether to transfer is available from the following authorities:



The Pensions Regulator  
Telecom House  
125-135 Preston Road  
Brighton  
BN1 6AF

[thepensionsregulator.gov.uk](https://thepensionsregulator.gov.uk)



MoneyHelper  
Holborn Centre  
120 Holborn  
London  
EC1N 2TD

[moneyhelper.org.uk](https://moneyhelper.org.uk)

## 1b. Pension scams

We've protected thousands of customers from scams by putting checks in place to help them consider any risks before transferring their pension.

To help protect you, we're required to complete checks on your new pension provider's scheme before we move your money. We'll only be able to complete the transfer when we're comfortable your new pension provider's scheme meets the UK Government's regulations.

As part of these regulations there are additional requirements:

- Transfers to certain types of occupational (work related) pension schemes will require you to provide proof of employment.
- You may be required to take guidance from MoneyHelper if the receiving scheme has certain features.



Is there a possibility that you are being scammed?

If you transfer your money to an unauthorised scheme or you're investing in unusual investments you don't know much about, your money is at risk.

### Questions to ask yourself

If you are considering transferring your pension savings into a new scheme, please think through the following questions to help safeguard your pension from scams:

- Was it your idea to ask for a transfer request, or were you contacted by someone who suggested it?
- Have you been motivated by a cold call, text, email or social media advert offering a free pensions review?
- Have you been put under pressure to make the transfer request?
- Have you been told you can access any part of your pension fund before age 55, other than on grounds of ill-health?
- Have you been promised guaranteed returns?



**What do my answers mean for my pension?**

If the answer to any of these questions is yes, then there's a chance your money could be at risk.

To know what to look out for, or what to do if you think you're being targeted, go to The Pensions Regulator's website: [pension-scams.com](https://pension-scams.com)

## 2. New Pension Provider Scheme Declaration

To be completed by new Pension Scheme Provider Trustee/Administrators or pension provider administrator.

Please do not separate the attached declarations. Please send these forms back together, once all have been completed.

The above-named individual has requested a transfer payment from a tax registered arrangement/scheme. It's a condition of continued tax registration that the transferring scheme is satisfied that the receiving arrangement is a tax advantaged arrangement to which transfers can be made.

Please complete the following sections and provide the requested documentation.

1. Full name of receiving scheme:

2. The receiving scheme has been formally registered by HMRC (and formal registration has not been withdrawn in the interim).

☐

Yes

☐

No

Receiving scheme HMRC Pension Scheme Tax Reference number (PSTR):

Please provide us with documented evidence of granted approval as a registered scheme from HMRC. We will not proceed with the transfer without this evidence.

3. The Act and section under which the receiving scheme has been registered:

4. Full address of Scheme Administrator:

Please provide us with a screen print taken from HMRC Scheme Administrator pages confirming scheme details and Scheme Administrator.

5. The Pensions Regulator reference number (PSR) for the scheme:

Please provide us with evidence that the Scheme has been registered with The Pensions Regulator.

## Type of arrangement to which the transfer is to be made

(Please tick appropriate boxes)

### ☐ A. Occupational scheme registered under Part 4, Finance Act 2004

Name and address of  
Sponsoring Employer:

Date transferee joined employment of  
Sponsoring Employer (DD/MM/YYYY):

If transferee not employed by  
Sponsoring Employer, please provide  
details of the eligibility criteria for  
joining the Pension Scheme:

☐ Insured scheme – The transfer payment will  
be made direct to the receiving Life Office

☐ Mastertrust

☐ Small Self Administered Scheme (SSAS)

☐ Collective Defined Contribution

☐ Public Service

### ☐ B. Personal Pension Scheme

☐ Insured scheme – The transfer payment will  
be made direct to the receiving Life Office

☐ Partly-insured – Payment will be  
direct to the receiving Life Office or  
the financial institution authorised  
to be a scheme provider.

☐ Non-insured – Payment is to be made to an  
authorised financial institution permitted by  
law to establish a personal pension scheme

☐ None of the above.

☐ C. Buy Out Policy – The transfer payment will be made direct to the receiving Life Office.

☐ D. Relevant Statutory Scheme

☐ E. Other  
Please provide separate details.

## Payment details (BACS)

Payment reference:	<input type="text"/>
Scheme account payee name:	<input type="text"/>
Sort code:	<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"/> <input type="text"/> <input type="text"/>
Account 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"/>
Bank name:	<input type="text"/>
Branch address:	<input type="text"/>



If the receiving scheme is a Small Self Administrated Scheme (SSAS), please provide a copy of the schemes' bank statement evidencing the above bank details.

Note: in accordance with HMRC guidance, it is not permitted for transfer payments to go via an independent broker except where:

1. the broker is the scheme administrator for the receiving scheme Trustees bank account;
2. the transfer is to a Self-Invested Personal Pension and the independent broker is acting as the Appointed Scheme Administrator within the SIPP.

In the event that any of the above situations apply, the responsibility will be on the broker to supply satisfactory evidence.

### We declare and confirm that:

- a) the new pensions provider scheme is registered with HMRC;
- b) the transfer is a recognised transfer;
- c) we will not take any action or omit to take any action which would result in an unauthorised payment;
- d) we will only use the transfer value to provide benefits permitted by registered pension schemes;
- e) we give Legal & General authority to approach and confirm the registered status of our scheme with HMRC; and
- f) this declaration is true and correct

### We agree and acknowledge that:

- a) we will not take any action of any kind, and we have no claim or right of action, against Legal & General in connection with the transfer;
- b) Legal & General has no liability (actual or contingent) in respect of the transferred pension benefits.

Signature:	<input type="text"/>	
Date (DD/MM/YYYY):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Name:	<input type="text"/>	
Position held:	<input type="text"/>	
Capacity in which this declaration has been signed (tick one):	<input type="checkbox"/> Scheme Administrator	<input type="checkbox"/> Third Party Administrator
	<input type="checkbox"/> Trustee	<input type="checkbox"/> Other (please give details)
	<input type="checkbox"/> Broker	<input type="text"/>
Company name:	<input type="text"/>	
Company address:	<input type="text"/>	
Contact phone number:	<input type="text"/>	
Email address:	<input type="text"/>	



Important: You should make sure you read this declaration carefully, as once you've told us you accept it we intend to rely on it. If you do not understand any part of the declaration, please ask us for further information.

### 3. Member Declaration

Please do not separate the attached declarations. Please send these forms back together, once all have been completed.

#### Member declaration for transferring your pension pot to another provider

I declare and confirm that:

- a) I have exercised my statutory right to require Legal & General to transfer my pension benefits to the receiving scheme.
- b) I understand that the new pension provider's scheme is registered with HMRC.
- c) I have read and understood the regulatory leaflet, together with the regulatory information on [legalandgeneral.com/protectyoursavings](https://legalandgeneral.com/protectyoursavings), that Legal & General has given me.
- d) I have read, understood and considered all the 'Things to consider when transferring a pension' in section 1a of this transfer out application form.
- e) I understand that, if the new pension provider's scheme is designed to provide access to my pension benefits earlier than is normally permitted (i.e. before age 55), there is a serious risk of significant tax charges. There may also be a risk that the receiving scheme charges significant fees.
- f) I will not hold Legal & General responsible in any way and I will not seek any compensation, or seek any payment of any kind from Legal & General, and will not ask Legal & General to take any action in relation to any tax charges, any significant fees or any other losses of any kind which arise because of the transfer.
- g) I hereby discharge Legal & General Assurance Society Limited from any and all liability under this Scheme.
- h) This declaration is true and correct.

I agree and acknowledge that Legal & General:

- a) does not know whether or not the receiving scheme is designed to provide access to my pension benefits earlier than is normally permitted.
- b) may carry out checks to establish whether the new pension provider's scheme is registered with HMRC.
- c) may carry out checks to establish whether the transfer would be a recognised transfer for HMRC's purposes.

- d) may delay to make the transfer until it has satisfied itself that:
- i. the new pension provider's scheme is registered with HMRC, and
  - ii. the transfer would be a recognised transfer for HMRC's purposes.
- e) will let me know if it requests additional information from the new pension provider to satisfy itself of the facts described in d) (i) and (ii) above.
- f) will calculate the transfer value based on policy terms and conditions when it has received all the additional information and has satisfied itself of the facts described in d) (i) and (ii) above,  
OR
- g) will write to me if it has not satisfied itself of the facts described in d) (i) and (ii) above.
- h) will have no liability in respect of my pension benefits after it has made the transfer.

Please tick as appropriate:



I can confirm that I have not received financial advice in relation to this transfer.



I can confirm that I have received financial advice in relation to this transfer (please provide details below).


Name of Financial Adviser:

FCA Registration Number:

Name of receiving scheme:

Member signature:

By signing here, you confirm that you give the member declaration.



Date (DD/MM/YYYY):

1	3	0	2	2	0	2	5
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Contact phone number:

So that we may contact you to resolve any queries as quickly and efficiently as possible.

Would like to receive regular updates by text message to your mobile phone on the progress of your transfer?



Yes



No

Mobile phone number:

Please be advised that SMS text messages are not a completely secure method of communication and there is a low risk that someone else could intercept messages.