

About the transferring member continued

About National Insurance numbers

A National Insurance number (NINO) is a nine-digit reference made up of letters and numbers in the following format: QQ123456A. This will be on:

- member's P60 certificate from their employer
- member's PAYE Coding Notice or a letter from us
- member's payslip from their employer
- any letter from the Department for Work and Pensions or Jobcentre Plus to the member.

If a member is unsure if they qualify for a NINO they should contact the Jobcentre Plus Helpline on **0845 6000 643** to book a Right To Work interview. After the interview Jobcentre Plus will either give them a NINO or a letter telling them that they are not entitled to one.

If they don't have a NINO, they will need to confirm that they are not entitled to a NINO.

If the member has another HMRC reference number that relates to them as an individual, for example, a Unique Taxpayer Reference (UTR), please give that number.

If a member has lost or can't remember their NINO they should either fill in and return form CA5403 *Your National Insurance number* (available on the HMRC website) or phone the National Insurance Registration Helpline on **0300 200 3502**.

If they are unable to give the NINO or written confirmation that they are not entitled to a NINO, together with an alternative HMRC reference number, the scheme administrator of the UK pension scheme will be unable to process the request to transfer to the QROPS.

7 Principal residential address

This must not be c/o the scheme manager and must not be a PO Box number unless this is necessary, due to the country of residence

Country

8 If the address given in the previous question is not in the UK, please give the member's last principal address in the UK

Postcode

9 If the member's principal residential address is outside the UK, please give the date the member left the UK DD MM YYYY

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If the member doesn't have a previous UK address, please tick this box

10 Contact phone number (if provided)

About the transfer

<p>11 Amount of transfer <i>This is the total value of cash and assets leaving the UK scheme in the form of the transfer</i></p> <p>£ <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"/> <input type="text"/></p> <p><i>Round to the nearest pound</i></p>	<p>12 Date of transfer DD MM YYYY</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
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Nature of the transfer

<p>13 Use this section to describe the nature of the transfer. If shares, property or any other asset apart from cash is included in the transfer, please give full details <i>Show how the payment or the transfer was made up and the value of each</i></p> <p><input type="checkbox"/> Cash Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p> <p><input type="checkbox"/> Unquoted shares <i>This includes any shares in companies not listed by a recognised stock exchange.</i></p> <p>Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p> <p><input type="checkbox"/> Quoted shares <i>Quoted shares are those listed by a recognised stock exchange.</i> <i>The definition of a recognised stock exchange is given in Section s1005(1) ITA 2007. It includes the London Stock Exchange and any such stock exchange outside the UK as designated in an Order of HMRC Executive Committee. To view the list, go to www.hmrc.gov.uk/fid/table1-rse.pdf</i></p> <p>Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p>	<p><input type="checkbox"/> Property provide further details below</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Country <input type="text"/></p> <p>Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p> <p><input type="checkbox"/> Other please give brief details of the asset(s), and how they were valued and the value for each of the assets described</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Value <i>Round to the nearest pound</i></p> <p>£ <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"/> <input type="text"/></p>
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About the QROPS receiving the transfer

<p>14 Full name of the QROPS receiving the transfer</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>18 Individual scheme manager's name</p> <p>Title</p> <input type="text"/> <p>Last name</p> <input type="text"/> <p>First name(s)</p> <input type="text"/>
<p>15 Country or territory in which the QROPS is established</p> <input type="text"/>	<p>19 Organisation scheme manager's name</p> <input type="text"/>
<p>16 HMRC reference number of the QROPS receiving the transfer</p> <p><i>This is the QROPS reference number, allocated to the scheme by HMRC, when the notification that it met the requirements to be a recognised overseas pension scheme was acknowledged</i></p> <p>QROPS <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	<p>20 Scheme manager's email address (if known)</p> <input type="text"/>
<p>17 Is the scheme manager of the QROPS receiving the transfer</p> <p><input type="checkbox"/> An individual. Go to question 18</p> <p><input type="checkbox"/> An organisation. Go to question 19</p>	<p>21 Scheme manager's phone number including dialling code</p> <input type="text"/> <p>22 QROPS scheme manager ID</p> <p>QSM <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>

Additional information

Please use this section for any additional information you may wish to tell us

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Declaration

It is a requirement of the legislation that the member provides the scheme administrator with the information requested on this form prior to a transfer to a QROPS being made.

You should check the member information provided against any details you hold.

You should complete the Declaration by showing that you have received and checked the information provided by the transferring member. You should keep this information as HMRC may ask to see the member's acknowledgement.

One of the declarations below must be completed.

Declaration by UK scheme administrator

I have received and checked the information and acknowledgement provided by the transferring member
I declare that to the best of my knowledge and belief the information given on this form is correct and complete

Signature

Print name

Date DD MM YYYY

Declaration by practitioner acting on behalf of the UK scheme administrator

I have received and checked the information and acknowledgement on behalf of the scheme administrator.

I declare that to the best of my knowledge and belief:

- the information given on this notification is correct and complete
- the content of this report has been approved by the scheme administrator whose ID appears below
- the scheme administrator has authorised me to submit this report

Scheme administrator ID

Signature

Print name

Date DD MM YYYY

What to do next

Send the completed form and any supporting documentation to:

HM Revenue & Customs
Pension Scheme Services
FitzRoy House
Castle Meadow Road
NOTTINGHAM
NG2 1BD