

“Specialist advice for those with benefits in company pension schemes”



Introduction

A company pension is possibly the most complicated financial product that you will ever hold, but the chances are that you played no part in choosing the product and don't fully understand the benefits.

Due to the complexity, most financial advisers refer this specialist advice to a specialist adviser. O&M Pension Advice is the specialist adviser of choice for many UK financial advisers.

O&M Pension Advice deals exclusively with providing advice in this area and all our clients are introduced to us by other financial advisers.

O&M Pension Advice are trading as a 'restricted' adviser firm. This is because we only provide advice in the area of occupational pension transfers. We will still consider all pension products when considering whether a pension transfer is in your interest, but we will not provide advice in other areas (such as mortgages, protection, etc).

Our service to you

Following your introduction, we will review your pension scheme benefits and the pension transfer questionnaire we ask you to complete. We will then provide an initial view of whether a transfer is likely to be in your interest.

If you wish us to and we think it is appropriate, we will then conduct more detailed research and provide a full suitability report and personal recommendation. This is then followed up by a discussion meeting with an O&M adviser, so that you fully understand our recommendations.

Finally, if appropriate, we can assist with the paperwork and implementation of the pension transfer. However, please bear in mind that we may refuse to provide a personal recommendation and/or implement a transfer where we feel strongly that it is not in your best interests, even if you wish to ignore our advice to remain in the existing pension scheme.

Whatever our recommendation, it is important to understand that nobody will be forcing you to make a transfer that you are not comfortable with. More often than not, our advice is to leave your benefits in your company pension scheme.

Who are O&M?

O&M Pension Advice is a trading style of Independent Pension Analysis Limited which is an appointed representative of Perceptive Planning Limited which is authorised and regulated by the Financial Conduct Authority

How to contact O&M

O&M Pension Advice
3 The Courtyards
Wyncolls Road
Colchester CO4 9PE

01206 805497
advice@ompensions.co.uk

How the O&M Transfer Adviser Service Works

Complete and return Our Introduction Pack

Full details of the contents of this pack are shown on the following page. Once you have completed and returned the various contents of the introduction pack, your case will be handled as follows:

Case Submission Confirmation and Terms of Business

We will send you confirmation that your case has been logged and provide you with your unique case reference number and our terms of business. We will also explain the next steps.

Your O&M Team

You will be provided with contact details of the named adviser who will be looking after your case, along with contact details of the team who will be looking after you.

Process and Charges

Your initial **£500** deposit covers the following:

Scheme information retrieval

We will conduct initial enquiries with the scheme administrators in order to retrieve full information that will enable us to provide you with accurate advice.

Initial discussion with the O&M adviser

Our adviser will call you to discuss your Pension Transfer Questionnaire, objectives, capacity for loss and attitude to risk amongst other things.

Review letter and personalised agreement

After your initial discussion with our adviser, we will produce and dispatch a short review letter to you. This will provide you with an indication of our initial thoughts regarding potential transfer. We will also enclose the necessary forms that will enable you to instruct us to provide you with fully regulated advice.

IMPORTANT: At this stage, this does not constitute a personal recommendation relating to the transfer, so we will not sign paperwork for pension schemes saying you have received regulated financial advice on your pension transfer options.

Fully regulated advice - £2000 upwards (less £500 deposit paid)

Should you instruct us to do so, our adviser will provide you with fully regulated advice. A full advice pack including a detailed suitability letter and report is issued to you. This will then be followed up by a telephone meeting with you to discuss the issued advice.

The actual cost of this stage is £2000 + £200 per £100,000 of transfer value (to take account of the increased risk of cases with larger transfer values). As an example, for a pension scheme with a £250,000 transfer value the cost for fully regulated advice will be £2400.

Please note that to provide the full regulated advice, we will require a current Transfer Value. If the Transfer Value supplied to us previously has expired or is close to expiry, we will require you to obtain a further Transfer Value from the existing pension scheme and the scheme administrators may charge for this.

Implementation - £250

This involves organising and arranging the transfer, including illustrations, pre-populated application and discharge forms along with money laundering work as required.

Your Introduction Pack Contents

Before we can provide you with advice, we need you to be formally introduced to us by your financial adviser. This pack contains all the various documents which form that introduction and they will assist us in being able to provide you with an efficient and effective service.

Pension Transfer Questionnaire

This questionnaire forms the basis of the advice that we give you. If you need help with its completion, please feel free to contact your O&M adviser.

Letter of Authority

This document provides your authority for O&M to contact your pension scheme and obtain full details of the benefits you currently hold in that scheme. This allows us to produce an analysis report, called a TVAS report, which supports our recommendation. Our sister company, O&M Pension Solutions, conducts this research on our behalf.

Introduction to O&M

This document, when completed below, allows your financial adviser to formally introduce you to O&M Pension Advice and shows, with your signature, your agreement for O&M Pension Advice to contact you and provide this specialist advice.

How will my Financial Adviser be involved?

Generally, your usual financial adviser will assist you with completion of this introduction pack and then keep a "watching brief" as O&M Pension Advice must provide this specialist advice directly to you.

If you plan on taking some of the benefits in the next 12 months, we will ask your financial adviser to become more involved and we will liaise with them and you to discuss the options available.

How will O&M be paid?

The enclosed "Our Expected Adviser Charges to You" document details how are charges are broken down. Please read the details and terms of that document carefully before signing. As detailed in the "Our Expected Adviser Charges to You" document, you need to pay the £500 initial deposit when you submit this introduction pack. Cheques are payable to "O&M Pension Advice" or contact O&M Accounts on 0845 564 6630 to obtain our bank details. We will only charge you for the work completed and you may be due for a refund or a reduced charge if you cancel.

Financial Adviser Introduction

Financial Adviser Company:

Introducing Adviser Name:

I hereby submit details of a client who wishes O&M to investigate their occupational pension scheme which is to be undertaken under the terms of our professional introducers agreement.

Signed

Date

Client Agreement

I hereby authorise O&M Pension Advice to contact me to discuss my options regarding my pension scheme benefits. I confirm that I have read and understood all pages of this Transfer Adviser Introduction Pack.

Signed

Date

Our Expected Adviser Charges to You



with 2 Examples

Transfer Value: £175,000 £750,000

Produce Full Regulated Advice

Research of existing scheme benefits	£250	} £500 initial deposit due	£2,000	£2,200	£3,400
Initial discussion with O&M adviser	£150				
Review by O&M adviser and personalised fee agreement issued	£100				
Production of Transfer Analysis Report	£100				
Full Advice and Recommendation Report	£1,050				
Advice Review discussion with O&M adviser	£150				
Transfer Value Risk Premium @ £200 + £200 per £100k	£200	← minimum			
Optionally Review Transfer into Existing Plan (£150 per plan)	£0	← optional			

Implementation (if a transfer proceeds)

Administration Fee	£250	£250	£250
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TOTAL ADVISER CHARGE (if a transfer proceeds)

£2,250	£2,450	£3,650
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Whereby it is agreed that:-

- You** agree to engage O&M Pension Advice ("**O&M**", "**We**") on your behalf for the purpose(s) of reviewing your existing Occupational Pension Scheme to see if it is appropriate to transfer the monies into an alternative pension plan.
- O&M's** advice in respect of retail investment products is restricted to the following pension product types: Stakeholder Pensions, Personal Pensions, Self-Invested Personal Pensions, Section 32 Buy Out Plans. **We** only offer specialist advice on the advantages or disadvantages of transferring deferred occupational pension scheme benefits.
- You** agree to pay **O&M** a Fee Deposit, and this will become payable before **We** conduct any work. **We** will only charge **You** for the work completed and **You** may be due a refund if you cancel.
- If appropriate, after the initial discussion with the **O&M** adviser, **We** will present **You** with a personalised fee agreement, which is an updated version of this document called "Our Confirmed Adviser Charges to You". This will confirm the Transfer Value Risk Premium payable and any optional charges to review an existing plan as a potential recipient of the transfer monies. **You** will need to sign this new document for us to proceed with advice for **You**.
- Should **You** wish to proceed with a transfer and **O&M** are willing to implement the transfer, **You** will be given the opportunity to request the **O&M** adviser charges relating to the Full Advice and Implementation are deducted from the fund of the destination pension plan receiving the transfer monies. If this is not possible or desirable, **You** will be liable to pay the balance of **O&M** adviser charges within 30 days of being presented with an invoice from **O&M**.
- O&M** reserve the right to not implement a transfer where **We** feel it is not appropriate for **You** to transfer to such an extent that **We** will not even be willing to implement a transfer against our advice.
- We** understand that at this time that if O&M intend to implement the transfer, our fees would be exempt from VAT. Should O&M not be willing to implement a transfer after conducting an initial review, our adviser charges would be chargeable to VAT at the standard rate (currently 20%), however at present we are not registered for VAT purposes. **We** will tell **You** if the position differs from this.
- Your Introducing Adviser will receive no payment from **O&M**, however they may make a separate charge to **You** for any work done by them in relation to this review. **You** should speak to the Introducing Adviser to confirm any such charges and **O&M** will take these into account and confirm our understanding in our written advice to **You**.
- This Agreement will be governed by English Law and the parties hereby submit to the exclusive jurisdiction of the English Courts.
- This is **O&M's** standard Fee Agreement upon which **We** intend to rely. For your own benefit and protection **You** should read these terms carefully before signing them. If **You** do not understand any point please ask for further information.
- When **You** send in the initial pack of information to **O&M** (including this signed Fee Agreement), **We** aim to acknowledge receipt within 48 hours and send **You** **O&M's** terms of business for your retention. **You** should read the terms carefully and advise **O&M** immediately if **You** have any concerns relating to those terms.

Signed by You

Client Name ("**You**" , "**Client**")

Date

LETTER OF AUTHORITY



Pension Scheme Details

Employer Name	
Pension Scheme Administrators	
Pension Scheme Address	
	Postcode
Telephone Number	Fax Number

Client Details

Title	Surname	Forename(s)
Maiden / Previous Surname		Date of Birth
Address		
		Postcode
Employee Payroll Number	NI Number	

Client Authority

Please accept this letter as my authority for you to release information as requested by my financial advisers **O&M Pension Advice and their agents O&M Pension Solutions** to enable them to conduct a full review of my scheme benefits.

Signed	Date
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Financial Adviser Details

O&M Pension Advice is a trading style of Independent Pension Analysis Limited (FCA ref 796416) which is an appointed representative of Perceptive Planning Limited (FCA ref 534666) which is authorised and regulated by the Financial Conduct Authority
3 The Courtyards, Phoenix Square, Wyncolls Road,
Colchester, Essex, CO4 9PE



*"Specialist advice for those with
benefits in company pension
schemes"*



PENSION TRANSFER QUESTIONNAIRE

The purpose of this questionnaire is to obtain relevant information about your circumstances. This will enable us to fully understand your requirements and attitude in relation to the benefits provided by your ex-employer's pension scheme.

Please take the time to complete the questionnaire, as the answers you provide will have a major influence on the advice we give. **In light of this it is important that you are as detailed as possible with the answers that you provide.**

If you would like to discuss any of the issues within this questionnaire, please feel free to contact your introducing adviser or request O&M's adviser speaks to you.

"It's your pension"

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PENSION TRANSFER QUESTIONNAIRE



Personal Details

Title	Forename(s)	Surname	
Address			
		Postcode	
Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth / /19	Marital Status	
National Insurance Number		Single <input type="checkbox"/>	
Has your marital status changed since leaving your ex-employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		Married <input type="checkbox"/>	
Partner's Title	Partner's Forename(s)	Divorced <input type="checkbox"/>	
Partner's Surname	Partner's Date of Birth / /19	Separated <input type="checkbox"/>	
Your Current State of Health		Widowed <input type="checkbox"/>	
Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Partner's State of Health		Common Law Spouse <input type="checkbox"/>	
Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Any health related issues (high blood pressure, history of heart problems, diabetes, on medication etc.)? Yes <input type="checkbox"/> No <input type="checkbox"/>		Civil Partnership <input type="checkbox"/>	
Please provide details of any health issues relating to you, your partner and your family (including any known family history of health issues)			
Are you a smoker? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any children? Yes <input type="checkbox"/> No <input type="checkbox"/>		If YES, please state their age(s)	

Contact Details

Daytime Telephone Number <i>(9am-5pm Mon-Fri)</i>	Evening Telephone Number			
Email Address				
Our Process will require direct communication with you to obtain further information and clarify any issues. In addition, we will discuss our report and recommendation with you. Please provide the most appropriate time slot. <i>(tick as many as possible)</i>				
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>
Morning (9-12) <input type="checkbox"/>	Lunch (12-2) <input type="checkbox"/>	Afternoon (2-5) <input type="checkbox"/>	Evening (5-8) <input type="checkbox"/>	Other _____

PENSION TRANSFER QUESTIONNAIRE



Employment & Income Details

What is your current employment status? Employed Self-Employed Not Employed Unemployed

Your Current Occupation:

Your Current Annual Income? £

Your Partner's current employment status? Employed Self-Employed Not Employed Unemployed

Partner's Current Occupation:

Partner's Current Annual Income? £

Other Pensions Held

Please provide details of your other pensions held by you and your partner.

Description	Estimated Current Value (£)	Current Annual Contribution (£)	You / Partner

Other Provisions for Retirement

Please provide details of other provisions for retirement held by you and your partner. These can be assets, property (including buy to lets) or investments that you intend to use as part of your overall retirement income and/or planning.

Description	Estimated Current Value (£)	Current Annual Income Generated (£)	You / Partner

Pension Protection

Do you have any pension protection from HMRC? Please circle (Primary/Enhanced/Fixed/Individual) Yes No

If yes, have you received confirmation from HMRC of this protection? Yes No

Using the Pension Fund for a Specific Need

The benefits from this pension scheme are intended to be taken when you retire. Some clients may have a specific need for either tax-free cash (also known as Pension Commencement Lump Sum) and/or income from their pension scheme. Some examples could include paying off all or part of a mortgage, repaying other debts or loans, medical expenses or care fees.

Do you have a specific need for this pension fund? Yes No

When do you envisage requiring the tax-free cash? / /

How much tax-free cash do you need? £

What is the purpose for the tax-free cash?

PENSION TRANSFER QUESTIONNAIRE



Changes in the Foreseeable Future

Do you or your partner foresee any possible change in the following areas? If so, please provide as much information as possible as it may impact on the advice we give.

1) Marital status	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2) Assets (e.g. inheritance or sale of business)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3) Liabilities (e.g. purchase of second home)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4) Country of residence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5) Dependants (e.g. birth or adoption of a child)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6) Employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7) Promotion in current employment (e.g. increase in earnings)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If YES, please provide full details.

Realistic Retirement Age (for these benefits only)

At what age do you realistically think you will take **these** benefits?
(Please provide a specific age – not a range as we will use this age to illustrate benefits at)

Age: _____

Estimated Retirement Income Required

This section is for you to estimate your expected future lifestyle.

Estimated Mortgage / Rental expenditure in today's terms per month	£ _____	(A)
Estimated Other Committed expenditure in today's terms per month (e.g. bills)	£ _____	(B)
Estimated Discretionary expenditure in today's terms per month (e.g. holidays)	£ _____	(C)
Total Estimated net retirement income required per month (A+B+C)	£ _____	(A+B+C)

Your Objectives (this Pension and your Retirement)

This section is for you to explain your main reasons for requesting this pension review and clarify your main retirement objectives.

Please provide full details.

PENSION TRANSFER QUESTIONNAIRE



Attitude to Risk

Before making a recommendation it is incumbent on our firm to determine your attitude towards risk, capacity for loss as well as your level of investment experience and knowledge. This will help us to ensure that you are aware and understand the risks involved in any transaction we may arrange for you or in the management of your pension.

Therefore, please carefully consider and complete the following assessment.

Investment Risk Assessment

These questions are designed to measure risk attitude and risk personality. They are based upon the social science of psychometrics and have been created by Distribution Technology (in association with Oxford Risk, an industry-leading psychometric profiling company).

Understanding your attitude to investment risk is an important factor. There are 10 statements below. Please answer each statement on how closely it resembles your current situation, attitudes and feelings towards investments (Please tick).

Please tick the most appropriate answer	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
1) I would be willing to risk a percentage of my income / capital in order to get a good return on an investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) To achieve high returns, it is necessary to choose high-risk investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) When I'm faced with a financial decision I am generally more concerned about the possible losses than the probable gains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I would rather know that I was getting a guaranteed rate of return than be uncertain about my investments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Compared to the average person, I take lower financial risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) I would rather put my money in a bank account than invest in shares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) I do not feel comfortable with financial uncertainty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) I would accept potential losses in order to pursue long-term investment growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Taking financial risks is important to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) I would be happy investing a large proportion of my income / capital in a high-risk investment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your answers to these questions gives us an objective starting point for a conversation about risk. We do not simply accept the output of the risk profiling tool. Your O&M adviser will review this questionnaire and validate the consistency of your responses with you.

PENSION TRANSFER QUESTIONNAIRE



Ethical Investments

Some clients express an interest in ensuring their money is invested in "ethical funds". Whilst this may be important to you, it should be noted that this will restrict the choice of funds available to us, which might limit the possible return on your pension fund. The funds under your ex-employer's scheme are unlikely to be invested on an ethical basis.

Do you wish to only consider ethical investments?

Yes

No

Knowledge

Are there any particular issues which we should be aware of in terms of your level of education, profession or former profession which are relevant to your investment knowledge or experience? If YES, please provide full details.

Yes

No

Which option best describes your Knowledge of Investment and Pension Products?

a) I have no knowledge of investments whatsoever.

b) I have some knowledge of investments.

c) I have a reasonable knowledge of investments, having previously purchased Investment/Pension products.

d) I have a strong knowledge of investments, having previously purchased a range of Investment/Pension products.

Are you aware of market fluctuations and how these might generate growth/income within your investments but also the fact that you may lose all or part of an investment made?

Yes

No

Previous Experience

PLEASE ONLY COMPLETE THIS SECTION IF YOU HAVE PREVIOUSLY PURCHASED AN INVESTMENT OR PENSION PRODUCT

If the products purchased fluctuated in value, have you been comfortable with this?

Yes

No

Have you taken an active interest in following investment markets and reviewing your financial plans?

Yes

No

Please tick those product types from the list below you have previously purchased or have experience of in the last 10 years.

Building Society Deposits,
Savings Accounts / Cash ISAs

Yes

No

More Complex Pension Products
(SIPPs, SSASs, Income Drawdown)

Yes

No

Endowments / Friendly Society Bonds

Yes

No

Shares, Gilts, Corporate Bonds

Yes

No

Regular and/or single premium
Personal Pension Plans

Yes

No

Structured Investment Products

Yes

No

Unit Trusts / OEICs / Non-cash ISAs

Yes

No

Advised and/or Discretionary
Investment Portfolios

Yes

No

Lump Sum Investment Bonds

Yes

No

Complex Investments
(Warrants, Derivatives, etc)

Yes

No

PENSION TRANSFER QUESTIONNAIRE



Risk Capacity

This part of the questionnaire is designed to measure your risk tolerance; which is your actual ability to withstand losses along with capacity to wait for a recovery.

Investment Timeframe

When do you intend to take this pension?

- a) Short-term (less than 5 years)
- b) Medium-term (5-10 years)
- c) Long-term (10 years +)

Your Capacity for dealing with Losses

How much of this pension fund could you stand to lose without having an unacceptable impact on your standard of living in retirement?

- a) None or very limited losses
- b) Small losses (5-10%)
- c) Medium losses (10-25%)
- d) Large losses (over 25%)

Investment Liquidity

If you were 55 or over and needed sudden access to a lump sum or income, how likely is it that you would need to take this pension?

- a) I have other savings and investments which I can use for most needs
- b) I would take further advice on whether it was in my best interests to take benefits
- c) It is very likely I would take these benefits as I do not have any savings or investments to draw on and I realise that this may have a detrimental effect on my retirement income

PENSION TRANSFER QUESTIONNAIRE



PLEASE ANSWER THE FOLLOWING QUESTIONS BY TICKING THE PHRASE WHICH BEST REFLECTS YOUR OPINION. ALTERNATIVELY, ENTER YOUR OWN PHRASE.

IN ALL CASES, PLEASE SELECT ONE ANSWER ONLY.

Security of Final Salary Scheme

It is important to understand that company final salary scheme benefits are effectively a promise from the sponsoring employer(s) to contribute enough money into the pension scheme, now and in the future to provide the pension calculated at retirement. This promise is normally protected by an industry compensation scheme which provides further security of your scheme benefits.

- 1) I have no reason to question the security and financial stability of my ex-employer or the manner in which the pension fund is being administered.
- 2) I have concerns regarding the financial stability of my ex-employer and I do not wish for my benefits to remain under their control.
- 3) Your phrase:

Control and Flexibility of Pension Funds

Company pension schemes often have strict rules which state exactly how benefits are to be paid. These rules do not usually provide flexibility to take account of your individual circumstances. In addition, you will have little or no control in the way your pension fund is invested. On the other hand, this may appeal if you have limited investment knowledge and experience.

- 1) I would prefer to move my pension fund to an individual plan which is under my control.
- 2) I would like the ability to increase my benefits before and during retirement through greater control and flexibility over the way benefits are paid, depending upon my circumstances at that time.
- 3) Flexibility does not appeal to me. I do not mind leaving my benefits under the control of my ex-employer.
- 4) I wish my ex-employer to retain full control over my pension benefits.
- 5) Your phrase:

Percentage of Benefits

It is widely accepted that most people need to work for a full 40 years to achieve the maximum level of pension benefits. Bearing this in mind, how do you consider the benefits under discussion?

- 1) A major proportion (greater than 50%) of my retirement funding
- 2) A significant proportion (25% to 50%) of my retirement funding
- 3) Whilst of value, these benefits do not represent a significant proportion of potential retirement funds.
- 4) An insignificant part of my overall retirement funds.
- 5) Your phrase:

PENSION TRANSFER QUESTIONNAIRE



Death Benefits before Retirement

It is recognised that apart from cover for mortgages and loans, the majority of people in the UK do not have significant life assurance cover. If you were to die before retirement, would an income or lump sum death benefit be an important consideration for your dependants?

- 1) I have no dependants and therefore benefits on my death are not important.
- 2) My dependants will receive significant sums upon my death from other sources and whilst a greater amount might be beneficial, it is not an absolute priority for me.
- 3) I have very little life assurance cover and my dependants could do with extra sums if they can be made available.
- 4) Because of health worries, I might have difficulty in arranging life assurance cover and additional benefits are of interest to me.
- 5) Your phrase:

If you answered 2-5 above, how would you ideally like these death benefits paid out?

- | | |
|--------------------------------|--------------------------|
| Primarily as a lump sum | <input type="checkbox"/> |
| Paid as income | <input type="checkbox"/> |
| Mixture of lump sum and income | <input type="checkbox"/> |
| Don't mind | <input type="checkbox"/> |

Partner and Dependant Pensions after Retirement

Company pension schemes normally provide a pension for a spouse (though this often excludes a common law spouse) which is payable after your death. However, if you do not anticipate being married during retirement or feel that your partner has ample pension funds, it may be possible to exchange the spouse's pension for an increased pension for yourself.

- 1) I wish to maximise the benefits payable to me during my lifetime as my partner has significant pension benefits and / or other assets in his / her own name.
- 2) I wish to maximise the benefits payable to me during my lifetime as I do not think I will be married or have a partner when I retire.
- 3) I would like the flexibility at retirement to control the way benefits are paid depending on my circumstances at the time.
- 4) The spouse's pension benefit under my ex-employer's scheme are most important to me and I feel that these should continue.
- 5) Your phrase:

PENSION TRANSFER QUESTIONNAIRE



Tax Free Cash Sums at Retirement

Most pension schemes allow the option to exchange part of your annual pension for a tax free cash lump sum and a reduced annual pension. Pension payments are taxable, whilst the lump sum is tax free.

- 1) I require the maximum possible cash lump sum upon retirement.
- 2) Whilst a higher lump sum would be nice, it is not a priority for me.
- 3) I have no need to maximise the lump sum available to me upon retirement.
- 4) I wish to maximise my pension and have no need for a lump sum.
- 5) Your phrase:

Retiring Early

It may be possible to take your benefits before the normal retirement age under your ex-employer's scheme. However, this would ultimately reduce the pension payable to you.

- 1) I do not consider that I will ever be able to afford to retire early if my benefits are reduced.
- 2) I anticipate retiring early and am willing to accept a lower pension.
- 3) I do not think that I will be able to afford to retire early, but would like the flexibility in case my circumstances change in the future.
- 4) I would like to risk my benefits in the hope of good returns and the prospect of retiring early.
- 5) Your phrase:

Further Information

Please provide any further information you feel may be of importance to our advice.

PENSION TRANSFER QUESTIONNAIRE



Priorities

Finally, please prioritise the following headings. 1 should represent the most important feature and 7 should be the least important.

- a) The potential to increase my pension at my realistic retirement age.
- b) The retention of any guarantees.
- c) Personal control and flexibility of my pension funds.
- d) Provision for partner's and dependant's pension.
- e) Maximising death benefits.
- f) Maximising tax free cash lump sum at retirement.
- g) The potential to retire early.

Most Important	1. _____
	2. _____
	3. _____
	4. _____
	5. _____
	6. _____
Least Important	7. _____

Client Declaration

I confirm that the above represents an accurate view of my circumstances and my attitude towards the various issues raised. I understand that the advice provided in relation to my ex-employer's pension scheme will be heavily influenced by answers I have given.

Signed

Date

O&M Pension Advice will comply with all Data Protection legislation, more information on this area is contained in our terms of business.

O&M Pension Advice is a trading style of Independent Pension Analysis Limited
which is an appointed representative of Perceptive Planning Limited
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