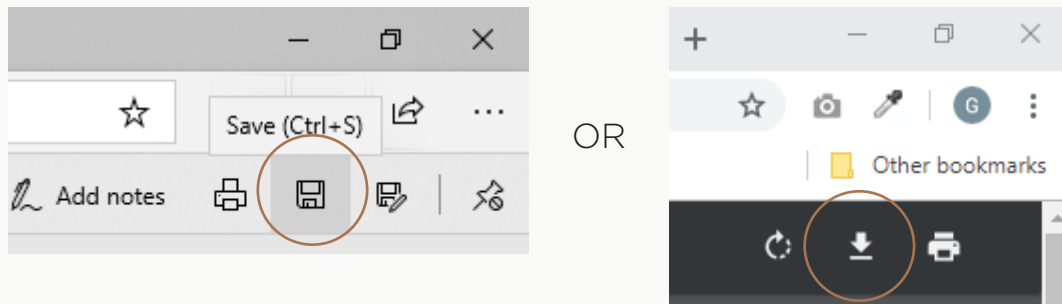


# How to complete this editable form

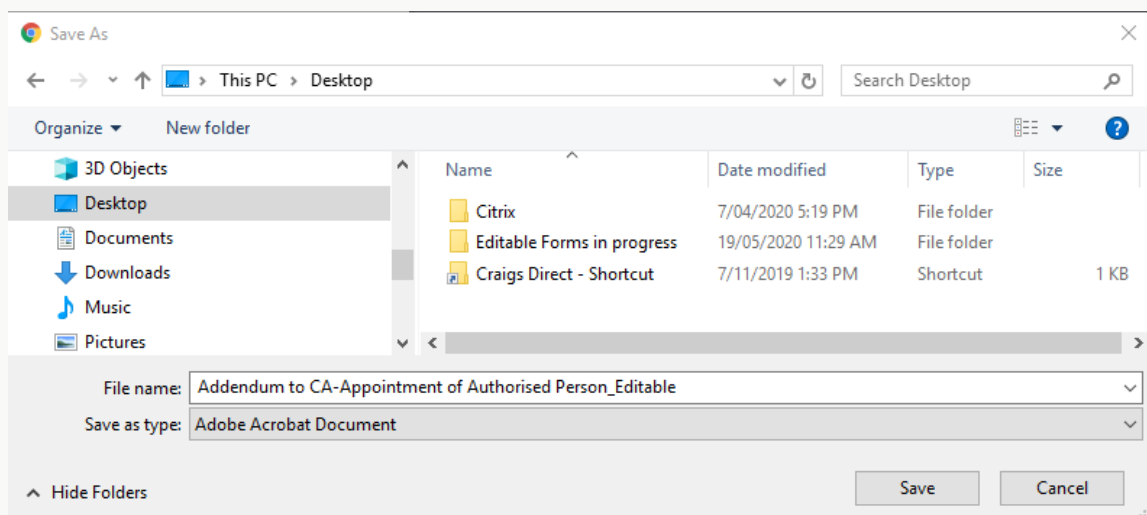
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## 1. Save or download this form to your computer.

Select either icon within your browser window (located top right).



Choose where you would like to save it on your computer.



2. Open the form that you have saved.
3. Complete all relevant editable fields.
4. Save your completed form and send as an attachment to your adviser or adviser assistant.
5. If you have any trouble please contact your adviser or call **0800 272 442**.



#### WHERE TO SEND YOUR COMPLETED ORIGINAL FORM

Please either deliver your completed form to the nearest Craigs Investment Partners branch, or post it to:

Superannuation Transfer Service  
Craigs Investment Partners Limited,  
Freepost 366, PO Box 13155,  
Tauranga 3141.

Phone: 0800 878 278  
Email: uk.pensions@craigsip.com

Please ensure you complete the Client Authority on page 2, and the Letter of Authority on page 3. If you have more than one pension a separate Letter of Authority is required for each.



Please attach a copy of a recent statement from your UK Pension provider and include any additional information that may assist us to locate your pension benefits.

Please ensure that your UK Pension provider holds your most recent personal details including your current address and full name. If their database does not match the information contained on this form, the provider will reject the Letter of Authority. Please contact your UK Pension provider to confirm your details and make any necessary changes.

To be eligible to transfer your pension to the Craigs Superannuation Scheme you must be:

- A New Zealand citizen or entitled to remain permanently in New Zealand; and
- Living in, or normally living in New Zealand.

CLIENT ACCOUNT NO.

INVESTMENT ADVISER

# Craigs Superannuation Scheme

## UK Superannuation Transfer Information Request Form

This form provides Craigs Investment Partners with authority to request information in respect of retirement benefits which may be held on your behalf in the United Kingdom. Most UK providers, in line with their data privacy and security processes, will send the transfer information directly to you. They may however, with your consent, send the information direct to Craigs Investment Partners.

A

### Personal details

#### NAME & ADDRESS

Title *please select one*

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Other

Full Name *first, middle and last name*

Mailing Name

Preferred Salutation *if different from mailing name*

Residential Address *where you live, not a PO Box number*

Postcode | | | | |

Mailing Address *if not the same as residential address*

Postcode | | | | |

#### CONTACT DETAILS & COMMUNICATIONS

*Please fill out all details and tick the box identifying the best way for us to contact you*

☐ Home Ph ☐ Mobile

☐ Work Ph ☐ Post *as per mailing address*

☐ Email

#### PERSONAL DETAILS, CITIZENSHIP & RESIDENCY STATUS

Gender ☐ Male ☐ Female

Date of Birth | D | D | M | M | Y | Y | Y | Y |

New Zealand Residency Status *tick one box only*

☐ New Zealand Citizen ☐ Permanent Resident

What is your country of residence for Tax Purposes?

NZ IRD Number | | | | | | | | |

UK National Insurance Number | | | | | | | | |

Date you left the UK | D | D | M | M | Y | Y | Y | Y |

Date you arrived in New Zealand | D | D | M | M | Y | Y | Y | Y |

Name of an overseas employer who has made contributions to your account *(if applicable)*

B

## Client Authority

### Authorisation to obtain information

I \_\_\_\_\_ hereby authorise  
(FULL NAME)

Craigs Investment Partners Superannuation Management Limited (CIPSML) and its related companies (all "Craigs Investment Partners") to obtain and hold relevant information regarding UK Pension benefits that may be held on my behalf and to assist with a possible transfer to Craigs Superannuation Scheme. The information will be held by CIPSML and its related companies.

I understand that my personal information may be passed on to superannuation providers, administrators, auditors, tax advisers, supervisors and custodians or other entities that may assist in finding any of my superannuation scheme benefits. I understand and agree that my information can be passed on to a regulator (in accordance with the law) such as the Financial Markets Authority of New Zealand.

I understand that I may request to see and, if necessary, request the correction of any personal information.

I agree that by providing my email address on this authority form CIPSML may provide information by email to me regarding this service. I also agree to receive, including by email, information regarding other products and services of the Craigs Investment Partners group of companies.

☐ I do not wish to receive information regarding other products and services of the Craigs Investment Partners group of companies.

I confirm that the details that I have supplied on this form are, to the best of my knowledge, correct.

Signature

Date | D | D | M | M | Y | Y | Y | Y |

### Please note:

### TRANSFER OF UK FUNDS

Transfers will only be permitted subject to prevailing Recognised Overseas Pension Scheme (ROPS) rules, your existing superannuation scheme's rules and CIPSML acceptance of your application.

If you agree to proceed with the transfer of your scheme benefits you will need to:

- complete and return a 'Client Declaration form and Key Terms Acknowledgement Form'.
- complete the discharge documentation for your existing scheme 'UK Pension Scheme Overseas Discharge form'.
- complete an application form for the Craigs Superannuation Scheme.

CIPSML will then issue your existing UK Pension provider with documentation relating to the transfer of your scheme benefits, including a request for remittance of funds.

HMRC does not and has never certified, approved or recommended any overseas pension scheme that contends or believes it has ROPS status.

Adviser Disclosure Statements and Product Disclosure Statements are available on request and free of charge.

**Please visit [craigsip.com](https://craigsip.com) for more information.**

# Letter of Authority Release of Scheme Information

To:

Name of UK Pension Scheme

Scheme Mailing Address

Postcode

Scheme Email Address

I wish to investigate a transfer of my pension benefits to an **Overseas QROPS scheme**.

Please issue a full transfer pack to my email address as shown below, to include:

- Confirmation of type of scheme
- Current transfer value
- Current fund value (if different from transfer value)
- Date of valuation
- Plan commencement date
- Member's current investment fund choice. Please supply the SEDOL/ISIN numbers if possible
- Fund fact sheets and latest 12-month performance figures – for all funds in which the policy is invested
- Selected retirement age
- Total contributions received into the policy
- Fund AMC and any other charges or expenses
- With-profits fund - guaranteed minimum growth rate, final/terminal bonus & MVR
- Any guaranteed annuity rates (GAR) or other guarantees that apply to the policy
- Death benefits pre & post retirement
- **Exit charges or transfer penalties upon transfer**

**If my pension is a defined benefit pension, then please supply the additional information on the attached page.**

Please ensure the correct discharge forms are sent for transfer to an **Overseas QROPS Scheme**.

I give authority for Craigs Investment Partners of 158 Cameron Road, PO Box 13155 Tauranga 3141, New Zealand, to receive copies of all information and request any further details that are required to facilitate the transfer of my benefits.

I look forward to receiving the above information along with the discharge forms for a transfer to an **Overseas QROPS Scheme** by email. If you need further details in order to release the information to me, then please contact me immediately by email.

From:

Member name (in full)

Date of birth | D | D | M | M | Y | Y | Y | Y | UK National Insurance Number

Plan number/s

Mailing Address

Postcode

Email

Daytime Phone

Mobile

Signature

Date

# Additional Information for Defined Benefit Pensions.

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Please supply all the required information:

- Pensionable service with date of joining & leaving pensionable service
- Cash Equivalent Transfer Value (CETV) & any AVC details
- Schemes current funding position & details of any reduction applied to CETV
- Normal retirement age
- Any protected retirement age
- Early retirement allowed from what age. Earliest payment age with no reduction
- Confirmation of how the benefit would be calculated for early retirement
- Total member contributions
- Confirmation of GMP and excess revaluation in deferment
- Current value of deferred benefits, pension and retirement lump sum
- Estimated benefits at normal retirement date
- Any bridging or temporary pension details
- Increases on pension payments in retirement
- Guarantee period once the pension payments commence
- Lump sum death benefits pre & post retirement
- Spouse/dependant pension on death pre & post retirement
- Is a partial transfer allowed
- Have the benefits been equalised including any GMP
- Are there any special ill health terms in deferment
- Does the scheme pay discretionary benefits
- **Exit charges or transfer penalties upon transfer**

In addition, please supply:

- Latest Summary Funding Statement
- Scheme factors for early retirement
- Scheme factors for late retirement
- Cash commutation factors

Please explain how the early and late retirement factors are applied. For example, is the pension revalued to the retirement date or to normal retirement date before the factor is applied?

Is the PCLS provided by commutation from the pension or is there additional cash on top of the pension?

If applicable, please supply a retirement estimate for the current date.

If there are AVCs can these be used to increase the PCLS or to purchase additional annual pension within the Scheme?