

Our procedure for all transferring members

With effect from **1 December 2021**, our procedures for handling transfers out of the scheme have been amended to further protect members from Pensions Scams. Transferring members must now complete our pre-transfer information form, which [can be accessed here](#). This will ask you to provide us with information about the advice that you've received and to confirm you have been made aware of the resources available to protect you from Pension Scams.

It is now a requirement that all transferring members complete this form. If you cannot complete this online form you must contact us on 01332 333335 and speak to a member of our administration team to give the information requested.

On completion of the pre-transfer information form you will be able to download a transfer discharge form.

If you subsequently want to proceed with a transfer, we'll need a transfer discharge form, fully completed by the member, financial adviser, and receiving pension arrangement. We'll also be checking that you have completed our pre-transfer information form before issuing any payment.

The return address for sending transfer discharge forms can be found on the transfer discharge form.

For transfers to an overseas pension arrangement, you and your financial adviser will also need to complete and return HM Revenue and Customs form APSS263, which you can find at www.gov.uk.

Please ask your financial advisor to read our message to them at www.rolls-roycepensions.com/IFAInformation