

OPQ Letter – Key Points – Rebecca Ashe (DOR: 14 September 2026)

1. Personal Retirement Account

- Value of total unit holdings = **£122,489.75**
- Value of member's normal contributions = **£47,111.44** (*Lifestyle Funds*)
- Value of employer's normal contributions = **£75,378.31** (*Lifestyle Funds*)

2. Options

- A tax-free cash sum of **£18,373.46** (which is within both the member's remaining 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**) plus a joint-life annuity of **£6,429.75 pa** [*spouse = £3,214.88 pa*], which will be non-increasing
OR
- A tax-free cash sum of **£18,373.46** (which is within both the member's remaining 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**) plus a 50% joint-life annuity of **£4,609.03 pa** [*spouse = £2,304.52 pa*], which will be increased each year by the lower of 3.0% or RPI
OR
- A single "Uncrystallised Funds Pension Lump Sum" (UFPLS) of **£122,489.75** (of which **£30,622.44** [tax-free element] is within both the member's remaining 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**)
OR
- The value of the Personal Retirement Account can be transferred to a suitable alternative arrangement to enable the member to take advantage of additional flexibilities (e.g. multiple UFPLS's or Flexi-Access Drawdown)
OR
- The open market option

3. Payment of annuity

- The chosen annuity will be paid by monthly instalments in arrears
- The first payment will occur on **14 October 2026**
- The annuity will be paid for life and will be subject to PAYE

4. Payment of single UFPLS

- For the single UFPLS, **£30,622.44** will be paid tax-free and **£91,867.31** (taxable element) will be paid assuming an emergency code on a month 1 basis
- Any over payment or under payment of tax will be dealt with by HMRC at the end of the tax year (or earlier by completing a "Repayment Claim Form" available from HMRC)

5. Death in retirement

- If the member dies after the commencement of the annuity, any further benefits will depend on the chosen option at retirement (e.g. the joint-life annuity options mean a 50% spouse's annuity will be payable on the death of the member)
- If the member dies after taking a single UFPLS, no further benefits will be payable

6. General information

- An "Annuity Bureau" charge of **£75.00** will apply for both annuity options (assuming the chosen annuity is purchased using the "Annuity Bureau" factors)
- Reference to Pension Wise (guidance guarantee) should be provided for the UFPLS option under the Plan or for a transfer to a suitable alternative arrangement to take advantage of additional flexibilities (e.g. multiple UFPLS's or Flexi-Access Drawdown)

7. Details required

- Request a copy of the member's birth certificate
- Request the member's completed 'Option choice' form
- Request the member's completed 'Bank details' form

NOTE –

For the purposes of the CPC examinations, candidates will be presented with a draft Letter. They will then be expected to:

- a) *Transcribe data required to be populated in the draft Letter accurately from their Case Study answers to the answer box*
- b) *Identify and detail basic expected information not communicated in the draft Letter to the answer box*
- c) *Identify and correct information wrongly communicated in the draft Letter to the answer box*