

OPQ Letter – Key Points – Lucy Roche (DOR: 15 September 2026)

1. Personal Retirement Account

- Value of total unit holdings = **£227,785.29**
- Value of member's normal contributions = **£63,071.81** (*Lifestyle Funds*)
- Value of employer's normal contributions = **£100,914.89** (*Lifestyle Funds*)
- Value of member's AVCs = **£63,798.59** (*Balanced Fund*)

2. Options

- A tax-free cash sum of **£50,000.00** (which is within both the member's remaining 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**) plus a single-life annuity of **£16,132.41 pa** [*spouse = N/A*], which will be non-increasing
OR
- A tax-free cash sum of **£50,000.00** (which is within both the member's remaining 'LS&DBA' of **£1,073,100.00** and 'LSA' of **£268,275.00**) plus a single-life annuity of **£12,401.35 pa** [*spouse = N/A*], which will be increased each year by the lower of 5.0% or RPI
OR
- A single-life annuity of **£20,669.46 pa** [*spouse = N/A*], which will be non-increasing
OR
- A single-life annuity of **£15,889.08 pa** [*spouse = N/A*], which will be increased each year by the lower of 5.0% or RPI
OR
- A single "Uncrystallised Funds Pension Lump Sum" (UFPLS) of **£227,785.29** (of which **£56,946.32** [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 **15 October 2026**
- The annuity will be paid for life and will be subject to PAYE

4. Payment of single UFPLS

- For the single UFPLS, **£56,946.32** will be paid tax-free and **£170,838.97** (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. any of the single-life annuity options means NO 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 **£115.56** will apply for both annuity options if the tax-free cash sum option is taken (assuming the chosen annuity is purchased using the “Annuity Bureau” factors).
- An “Annuity Bureau” charge of **£148.06** will apply for both annuity options if the tax-free cash sum option is not taken (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:

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