

Letter Key Points

XYZ Pension and Life Assurance Scheme

TVOUT

Member Name:	Charlotte Hughes
Scheme Name:	XYZ Pension and Life Assurance Scheme
Date of Birth:	30/04/1974
Calculation Date:	03/09/2026
Transfer Value (excl. AVCs):	£63,857.50 (including £60,880.43 in respect of Post 1997 benefits)
Current AVCs:	£10,412.50 (additional to the above)
Transfer Value (incl. AVCs):	£74,270.00
Guarantee Period:	3 Months (from the Calculation Date)

Mention the value of the AVCs is not guaranteed (and that the AVCs are separate rights which can be transferred or retained within the XYZ Pension and Life Assurance Scheme regardless of whether the transfer of the main scheme benefits takes place).

Mention that it is recommended that independent financial advice should be taken by the member before a decision is made (see below) – and provide confirmation that it is not possible for the Trustees to provide financial advice.

Mention the requirement for written authority to be provided by the member before the transfer out can proceed (see below).

Mention that if the transfer is to an arrangement where benefits can be accessed flexibly, appropriate independent financial advice must be taken by the member from an authorised adviser regulated under the Financial Services and Markets Act 2000 (as the transfer Value exceeds £30,000) – with the following considerations applying:

- Within 3 months of the 'guarantee' date (the date on which the transfer value was calculated), a written request to apply for the transfer must be made by the member to the Trustees
- Within 3 months of receiving the transfer value quotation, the member must confirm to the Trustees that independent financial advice has been received (in the form of a written statement by the authorised independent adviser)
- Within 6 months of the 'guarantee' date, the Trustees must check that the adviser has the correct permission to proceed (by verifying details on the Financial Services Register) and verify that independent advice from that adviser has been received by the member before carrying out the transfer
- The Trustees must offer to book a pensions guidance appointment with Pensions Wise on behalf of the member (as the member is older than 50).
- The Trustees must explain to the member that the transfer cannot proceed until they have received appropriate pensions guidance from Pensions Wise.
- The Trustees must explain to the member that they can only opt out of the Pensions Wise guidance by giving the Trustees an opt-out notification.

Mention that, unless confirmed otherwise, the Trustees will assume the transfer is to an arrangement where benefits can be accessed flexibly and, as the Transfer Value exceeds £30,000, the requirement to take independent financial advice as described above will apply.

Mention the 'Pensions Scams' booklet provided by the Pensions Regulator.

Mention that, by transferring to a suitable alternative pension arrangement, the payment of the transfer value will extinguish all rights within the XYZ Pension and Life Assurance Scheme (but see above in respect of AVCs).

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*