CERTIFICATE IN PENSIONS CALCULATIONS

TRANSFERS IN AND TRANSFERS OUT

8 JULY 2026	**09.30 AM – 11.00 AM**
TIME ALLOWED:	**1 HOUR 30 MINUTES**

1. Answer **ALL** the questions.

2. Type all your answers in the answer box provided.

3. Show all your workings clearly.

4. Calculate the benefits payable and options available using only the information given.

5. Round all factors and figures in accordance with the instructions provided in the *Tables of Factors* and the *Scheme / Plan Booklets*.

Questions

Section A – Calculations (Questions 1 and 2)

Calculate the transfer value for the accrued benefits for:

1. FRANCESCA DAVIS – (XYZ)

Calculate the benefits that can be provided by the transfer value received for:

2. THOMAS O'BRIEN – (OPQ)

Section B – Draft Letter (Question 3)

Analyse a draft *Letter* that has been written to communicate the transfer-out information for:

- **FRANCESCA DAVIS – (XYZ)**

The draft *Letter* requires data derived from answering the *Case Study* to be accurately transcribed to the answer box. In addition, expected basic information not communicated in the draft *Letter* needs to be identified and detailed in the answer box, whilst information wrongly communicated in the draft *Letter* also needs to be identified and corrected in the answer box.

Using the answer box provided:

a) Transcribe data derived from answering the *Case Study* (***the data to be transcribed is specifically indicated in the draft Letter by a capital letter in brackets***).

b) Identify and detail expected basic information which has been omitted from the draft *Letter* (***there are 2 to 4 omissions to be identified and detailed***).

c) Identify and correct information which has been wrongly communicated in the draft *Letter* (***there are 2 to 4 errors to be identified and corrected***).

CASE STUDY DETAILS	XYZ SCHEME	TRANSFERS QUESTION 1

Event history

Date of first event	**22/10/2025**	First event	**PRESERVED LEAVER**
Date of second event	**03/07/2026**	Second event	**TRANSFER OUT**

Member details

Surname	**DAVIS**	Forenames	**FRANCESCA**
Date of birth	**04/05/1972**	Gender	**FEMALE**

Spouse’s date of birth	**16/08/1975**
Child dependant’s date of birth	
Date of joining company	**04/01/1996**
Date of joining scheme	**04/02/1996**

Contribution history

Total member's normal contributions	**£**	**35,898.00**
Post 05/04/1997 member’s normal contributions	**£**	**33,578.00**
Total member’s AVCs	**£**	**14,000.00**
Current value of AVCs	**£**	**19,589.34**

Preserved benefits

Member's total pension at age 65 (per annum)	£	**12,787.43**
Including:		
• Post 05/04/1997 pension at age 65 (per annum)	£	**12,004.56**
• Pre 06/04/1988 GMP at age 65 (per annum)	£	
• Post 05/04/1988 GMP at age 65 (per annum)	£	**334.36**
• Total GMP at exit (per annum)	£	**164.32**

Special circumstances / additional information

Spouse's pension on death after retirement (per annum)	£	**6,393.72**
Adjustment factor		**0.99**

THIS CASE STUDY ALSO RELATES TO THE DRAFT LETTER (QUESTION 3)

CASE STUDY DETAILS	OPQ PLAN	TRANSFERS QUESTION 2

Event history

Date of first event	**06/07/2026**	First event	**TRANSFER IN**
Date of second event		Second event	

Member details

Surname	**O'BRIEN**	Forenames	**THOMAS**
Date of birth	**29/03/1965**	Gender	**MALE**

Spouse's date of birth	**13/07/1972**
Child dependant's date of birth	
Date of joining company	**18/08/2025**
Date of joining plan	**18/08/2025**
Target retirement date	**29/03/2030**

Contribution history

Total member's normal contributions	**£**	**2,645.65**
Total employer's normal contributions	**£**	**4,233.04**
Total member's AVCs	**£**	**2,000.00**

Personal Retirement Account details

Member's Current Investment Choices

Fund	**Member's normal contributions** **Allocation (%)**	**Employer's normal contributions** **Allocation (%)**	**Member's AVCs** **Allocation (%)**
Global Equity Fund			
Index Linked Bond Fund			
Balanced Fund			
Corporate Bond Fund			
Cash Fund			
Lifestyle Fund	100.00	100.00	100.00

Investment Fund Unit Prices

Fund	**Current Unit Price (£)**
Global Equity Fund	5.843
Index Linked Bond Fund	1.402
Balanced Fund	4.584
Corporate Bond Fund	1.543
Cash Fund	1.110

Transfer value details from previous scheme

Member's total transfer value (including AVCs) **£ 95,263.54**

Including:

- Current value of member's contributions **£ 23,675.36**
- Current value of AVCs **£ 29,673.59**

Special circumstances / additional information

Following Thomas O'Brien's written authority to proceed, the transfer in of his benefits from the registered Defined Contribution arrangement of one of his previous employers took place on 6 July 2026. The transfer in was allocated in accordance with Thomas O'Brien's 'Current Investment Choices' and was based on the 'Investment Fund Unit Prices' detailed above.

DRAFT LETTER **XYZ SCHEME** **TRANSFERS QUESTION 3**

Francesca Davis
Address 1
Address 2
Address 3
Post Code

8 July 2026

Dear Francesca Davis,

The XYZ Pension and Life Assurance Scheme (the Scheme) – Transfer Out

I am writing to advise you of the transfer value available under the Scheme. The transfer-out quotation has been calculated with an effective date of 8 July 2026 and is guaranteed for 3 months from this date.

Your total transfer value at the effective date is [**A**], of which [**B**] is in respect of your post-1997 benefits. This value does not include your ‘Additional Voluntary Contributions’ (AVCs).

The current value of your AVCs is [**C**]. This value is not guaranteed as the actual amount transferred will depend on your AVC fund value at the date it is disinvested.

Your AVCs are separate rights and can be transferred or retained within the Scheme, irrespective of whether a transfer of your main Scheme benefits takes place.

Although you may transfer your benefits to a suitable alternative pension arrangement of your choice, it is strongly recommended that you seek independent financial advice before making any decisions. Neither I (nor the Trustees) can offer any financial advice to you.

If you transfer to an arrangement where your benefits can be accessed flexibly, you will be required to take independent financial advice from an authorised financial adviser regulated under the Financial Services and Markets Act 2000. This is a regulatory requirement as your transfer value is greater than [**D**].

In addition, you must confirm to the Trustees within 3 months of receiving your transfer quotation that appropriate financial advice has been received. This confirmation should be in the form of a written statement by your chosen authorised independent adviser.

The Trustees will then verify within 9 months of your ‘guarantee’ date that you have received appropriate independent advice from your authorised independent adviser. In addition, they will check that your chosen adviser has the correct permission to proceed by verifying their details on the Financial Services Register before carrying out the transfer.

The Trustees will assume that your transfer will be to an arrangement where benefits can be accessed flexibly, unless you advise otherwise.

Pension Wise is a government service that can offer free, impartial pensions guidance about your AVCs. As you are over age 55, you are eligible to book an appointment with Pension Wise. Alternatively, you can request the Trustees to arrange to book a pensions guidance appointment with Pension Wise on your behalf.

Please be advised that we cannot proceed with the transfer of your AVCs unless you have received appropriate pensions guidance from Pension Wise (and have completed the Pension Wise declaration to confirm that you have received such guidance from Pension Wise). If you choose to opt out of receiving the guidance, you must provide an opt-out notification to the Trustees.

If the transfer out proceeds, you will not retain any benefits withing the Scheme (unless you decide to leave your AVCs invested within the Scheme).

If you have any questions, please contact the Pensions Department.

Yours sincerely

AN Other