

ScottishPower Pension Scheme

Transfer Request Form

Please complete this form if you wish to explore the possibility of transferring the value of the pension rights you are entitled to receive from another source into the ScottishPower Pension Scheme.

Before completing this form, please read the Member Guide, available on www.sppensions.com

Please complete this form using **BLOCK CAPITALS**.

Surname	<input type="text"/>	Mr/Mrs/Miss/Ms	<input type="text"/>
First name(s)	<input type="text"/>	Payroll Number	<input type="text"/>
Location	<input type="text"/>	National Insurance Number	<input type="text"/>

I wish to investigate the option of transferring the value of my benefits from a previous employer's pension scheme/ personal pension into the ScottishPower Pension Scheme. I would therefore be grateful if you would contact the administrator of my previous employer's pension scheme/personal pension with a view to establishing whether a transfer is possible. Please supply the Scheme Administrator with any information they may request in respect of my pension arrangements and of a possible transfer to the ScottishPower Pension Scheme.

The details of my previous employer's pension scheme/personal pension policy are as follows:

Name of previous employer/insurance company providing personal pension	<input type="text"/>
Name of pension scheme/policy number	<input type="text"/>
Date of leaving previous scheme	<input type="text"/>
Name of contact at administrator	<input type="text"/>
Address of scheme administrator/insurance company	<input type="text"/>

To assist the Scheme Administrator in processing my request for a transfer, I attach a copy of:

- A paid-up benefit statement (sometimes called a deferred or preserved benefit statement); and/or
- A letter from my previous employer notifying me that a transfer may be possible; or
- A policy document

I authorise the Trustee, Scheme Administrator and the Company to hold and process my personal data and sensitive personal data in accordance with the Data Protection Act 1998, for the purpose of running the Scheme and administering any benefits payable to me.

Signature	<input type="text"/>	Dated	<input type="text"/>
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Please post original signed version of this form to the Scheme Administrator below:

Capita
Scottish Power Pensions Team
Hartshead House, 2 Cutlers Gate, Sheffield, S4 7TL

Helpline: 0345 601 0577

Email: Scottishpowerpensions@capita.co.uk