



About this form

Use this form if you are the scheme administrator of a registered pension scheme to tell HM Revenue & Customs (HMRC) that the scheme has transferred sums or assets held within a registered scheme to a Qualifying Recognised Overseas Pension Scheme (QROPS). You must tell us within 60 days of the day of the transfer.

You can find more guidance in the Registered Pension Schemes Manual (RPSM). Go to www.hmrc.gov.uk/pensionschemes To find out what you can expect from us and what we expect from you go to www.hmrc.gov.uk/charter and have a look at Your Charter.

About the transferring UK pension scheme

Form section for UK pension scheme details, including fields for UK pension scheme name, address, HMRC reference number, and Pension Scheme Tax Reference (PSTR).

About the transferring member

Form section for member details, including fields for Title, Last name, First name(s), National Insurance number, and Member's date of birth.

## About the transferring member Continued

### About National Insurance numbers

A National Insurance number (NINO) is a nine-digit reference made up of letters and numbers in the following format: QQ123456A. This will be on:

- member's P60 certificate from their employer
- member's PAYE Coding Notice or a letter from us
- member's payslip from their employer
- any letter from the Department for Work and Pensions or Jobcentre Plus to the member.

If a member is unsure if they qualify for a NINO they should contact the Jobcentre Plus Helpline on **0845 6000 643** to book a Right To Work interview. After the interview Jobcentre Plus will either give them a NINO or a letter telling them that they are not entitled to one.

If they don't have a NINO, they will need to confirm that they are not entitled to a NINO.

If the member has another HMRC reference number that relates to them as an individual, for example, a Unique Taxpayer Reference (UTR), please give that number.

If a member has lost or can't remember their NINO they should either fill in and return form CA5403 *Your National Insurance number* (available on the HMRC website) or phone the National Insurance Registrations Helpline on **0845 915 7006**.

If they are unable to give the NINO or written confirmation that they are not entitled to a NINO, together with an alternative HMRC reference number, the scheme administrator of the UK pension scheme will be unable to process the request to transfer to the QROPS.

#### 7 Principal residential address

*This must not be c/o the scheme manager and must not be a PO Box number unless this is necessary, due to the country of residence*

Country

#### 8 If the address given in the previous question is not in the UK please give the members last principal address in the UK

Country

#### 9 If the member's principal residential address is outside the UK, please give the date the member left the UK DD MM YYYY

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If the member doesn't have a previous UK address, please tick this box

#### 10 Contact phone number (if provided)

## About the transfer

#### 11 Amount of transfer

*This is the total value of cash and assets leaving the UK scheme in the form of the transfer*

£

*Round to the nearest pound*

#### 12 Date of transfer DD MM YYYY

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# Nature of the transfer

**13** Use this section to describe the nature of the transfer. If shares, property or any other asset apart from cash is included in the transfer, please give full details Show how the payment or the transfer was made up and the value of each

**Cash**

Value

£

Round to the nearest pound

**Unquoted shares**  
This includes any shares in companies not listed by a recognised stock exchange.

Value

£

Round to the nearest pound

**Quoted shares**  
Quoted shares are those listed by a recognised stock exchange. The definition of a recognised stock exchange is given in Section 841 Income and Corporation Taxes Act 1988. It includes the London Stock Exchange and any such stock exchange outside the UK as designated in an Order of HMRC Executive Committee. To view the list, go to [www.hmrc.gov.uk/fid/table1-rse.pdf](http://www.hmrc.gov.uk/fid/table1-rse.pdf)

Value

£

Round to the nearest pound

**Property - provide further details below**

Country

Value

£

Round to the nearest pound

**Other - please give brief details of the asset(s), and how they were valued and the value for each of the assets described**


Value

£

Round to the nearest pound


Value

£

Round to the nearest pound

## About the QROPS receiving the transfer

<b>14</b> Full name of the QROPS receiving the transfer <input type="text" value="The Calpe Retirement Benefit Scheme"/> <input type="text"/> <input type="text"/>	<b>18</b> Individual scheme manager's name Title <input type="text"/> Last name <input type="text"/> First name(s) <input type="text"/>
<b>15</b> Country or territory in which the QROPS is established <input type="text" value="Gibraltar"/>	<b>19</b> Organisation scheme manager's name <input type="text" value="Sovereign Trust International Limited"/>
<b>16</b> HMRC reference number of the QROPS receiving the transfer <i>This is the QROPS reference number, allocated to the scheme by HMRC, when the notification that it met the requirements to be a recognised overseas pension scheme was acknowledged</i> QROPS <input type="text" value="5"/> <input type="text" value="0"/> <input type="text" value="4"/> <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="2"/>	<b>20</b> Scheme manager's email address (if known) <input type="text" value="gibraltarpensions@SovereignGroup.com"/>
<b>17</b> Is the scheme manager of the QROPS receiving the transfer <input type="checkbox"/> An individual. Go to question 18 <input checked="" type="checkbox"/> An organisation. Go to question 19	<b>21</b> Scheme manager's phone number <input type="text" value="+350 200 76173"/>
	<b>22</b> QROPS scheme manager ID QSM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Go to <b>Declaration</b>

# Declaration

It is a requirement of the legislation that the member provides the scheme administrator with the information requested on this form prior to a transfer to a QROPS being made.

You should check the member information provided against any details you hold.

You should complete the Declaration by showing that you have received and checked the information provided by the transferring member. You should keep this information as HMRC may ask to see the member's acknowledgement.

I have received and checked the information and acknowledgement provided by the transferring member

I declare that to the best of my knowledge and belief the information given in this notification is correct and complete

23 **Signature of the UK scheme administrator**

24 **Printed name of the UK scheme administrator**

25 **Date DD MM YYYY**

## To be completed by the Practitioner acting on behalf of the scheme administrator (if applicable)

I have received and checked the information and acknowledgement on behalf of the Scheme Administrator whose details are shown at question 25

I declare that to the best of my knowledge and belief the information given in this notification is correct and complete and that the content of this report has been approved by the scheme administrator whose ID appears below and that they have authorised me to submit this report

Scheme Administrator ID

26 **Signature of the UK scheme practitioner**

27 **Printed name of the UK scheme practitioner**

28 **Date DD MM YYYY**

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## Additional information

Please use this section for any additional information you may wish to tell us


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## What to do next

Send the completed form and any supporting documentation to:

**HM Revenue & Customs**  
Pension Scheme Services  
FitzRoy House  
Castle Meadow Road  
NOTTINGHAM  
NG2 1BD