

Discharge forms checklist

- When sending in discharge forms, an account for the client must be created online. If this is not possible because of a technical issue then please include the appropriate application form
- Make sure you provide the address of where the discharge forms are to be sent, if different to the application / LOA
- Please state the correct scheme name as below (this is a very common reason for delays)
- If unsure of information, or it is not included in the following, please leave this blank and our administration team are happy to complete the relevant information
- For transfers with Safeguarded Benefits (including Defined Benefit schemes) original documentation is generally required by ceding schemes, so please ensure you send this to us with ample time. The client part should be completed and in good order
- If the transfer has a deadline, please highlight this in bold on the covering letter with "CETV & date". We need a minimum of 10 working days after receiving the fully completed application and discharge paperwork to be able to meet a deadline for a guaranteed transfer value - on a best endeavours basis. If you have allowed less time than this, we will only accept the case on the basis that we are not held liable if the deadline is missed, and as a result, the transfer value being less than the guaranteed amount. We expect this to be explained to your client and that they accept and agree to these terms
- If your firm doesn't have permissions to complete a transfer with Safeguarded Benefits, please let us know on a covering letter that the scheme doesn't contain Safeguarded Benefits
- If your firm only has permissions to complete SIPP or personal pension transfers, please confirm on a covering letter that the scheme has no Safeguarded Benefits, or isn't Occupational
- All documentation must be sent to Fidelity's registered address. Consideration should be given for guaranteed delivery services to be used

Scheme details

Scheme name:	Fidelity Retail Pension Scheme
Scheme administrator:	Financial Administration Services Limited
Scheme type:	SIPP/Personal Pension/Money Purchase/Defined Contribution
Insured:	Non-insured
Registration:	Under Part 2, Chapter 4 of the Finance Act 2004
PSTR/HMRC registration:	00789610RW
FCA number:	122169
Registered address:	Beech Gate, Millfield Lane, Lower Kingswood, Tadworth, Surrey KT20 6RP

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