

AIRWAYS PENSION SCHEME (APS)**TRANSFER OUT TO OVERSEAS SCHEME (QROPS) INFORMATION PACK****Overseas transfers only (including to the Channel Islands, Ireland and Isle of Man)**

Under UK law a pension benefit within a registered UK pension scheme may be transferred to a Qualifying Recognised Overseas Pension Scheme (QROPS) provided that certain conditions are met.

The receiving QROPS scheme must qualify as a QROPS under the Registered Pension Schemes, and Overseas Pension Schemes (Miscellaneous Amendments) Regulations 2012 and can be either an Overseas Scheme or Overseas Arrangement.

An **Overseas Scheme** means an occupational pension scheme which has its main administration outside the European Economic Area (EEA) states, or a European pensions institute (i.e. a pension's institution that has its main administration in another member state other than the UK).

An **Overseas Arrangement** is a scheme or arrangement administered outside of the UK, other than an occupational pension scheme, which provides benefits on termination of employment, death or retirement and is not an appropriate personal pension scheme.

Any request to transfer benefits to an overseas arrangement on or after 9 March 2017 must meet additional criteria before it is paid to assess whether an overseas transfer charge is payable.

An **Overseas Transfer Charge** is a 25% tax charge deducted from your transfer payment. Payments may be exempt in certain circumstances including where the transfer payment is made to a pension arrangement registered in the country in which you (the member) are registered for tax, or to a pension arrangement registered in a European Economic Area (EEA) country, and you (the member) are registered for tax within a different EEA country.

The transfer payment will normally be made in the local currency relevant to the country in which the receiving arrangement is based.

This leaflet provides general guidance on the United Kingdom (UK) laws governing the transfer of pension rights to QROPS. It details the practice that must be applied to all such transfer requests to meet the legislative requirements of HM Revenue and Customs (HMRC) and the Department of Work and Pensions (DWP).

Transfer Out Request and Indemnity Forms A, B1 (full transfer) or B2 (partial transfer), C, D, E, F, G

Please note that indemnity forms should be printed and then completed by both you and the receiving pension scheme as appropriate. The forms should be returned to [BA Pensions](#).

Importantly, if you are asking us to send your data to a company outside of the EEA please read, understand and ensure that the 'Transfer to a Qualifying Recognised Overseas Pension Scheme Request Form (Form A)' is completed and returned as soon as possible. We will not correspond or send your data to a third party outside of the EEA until we receive Form A fully completed and signed.

Partial transfer option

A transfer of part or all of your earned APS pension and AVC benefits may be made to another registered pension scheme in the UK or to a qualifying overseas pension scheme (known as a QROPS – Qualifying Recognised Overseas Pension Schemes). This pack details the process and requirement for transferring to a QROPS. Partial transfer out options are available subject to qualifying conditions, to find out more information, please read the "Can I take a partial transfer out" on the "Scheme Information" page of our website. Visit: www.mybapension.com/aps/scheme/can-i-take-a-partial-transfer-out.

Section 1 - Scheme Manager of a QROPS

Before a transfer can proceed, the following conditions need to be satisfied:

- We will require a copy of the HMRC certificate from the receiving scheme confirming that it is authorised by HMRC as a QROPS. To apply for this status (if not already obtained) the manager of the receiving scheme must make the application for registration online using the Pension Schemes Online (PSO) Service.

From 9 March 2017, all QROPSs are required to re-submit an undertaking to HMRC by 13 April 2017, failure to do so will result in the QROPS status being withdrawn. Before the transfer payment can proceed, we will require a copy of the signed re-submitted undertaking.

From 6 April 2017, all QROPS must be registered either in the EU, a country or territory that has a double taxation agreement with the UK, a country or territory with a tax information exchange agreement with the UK, or a Guernsey scheme approved under S157(E) if the Income Tax (Guernsey) Act 1975 (closed to non-residents).

The guide to using the Online Service for scheme administrators tells scheme managers how to apply to register a pension scheme. External users can see the guide on gov.uk at www.gov.uk/using-the-pension-schemes-online-service.

- As part of its application, the receiving scheme must notify HMRC that it fulfils the requirements for being a QROPS. The certificate issued by HMRC or publication on the QROPS 'list' should not be seen as confirmation by HMRC that it has verified all the information supplied by the scheme in its application. If a scheme has been approved in circumstances where it should not have been approved because it did not satisfy the conditions to be a QROPS, or following changes in 2012 it no longer qualifies as a QROPS, any transfer that has been made to that scheme could potentially give rise to an unauthorised payments charge liability for the member of between 40% and 55%.
- The Manager of the receiving QROPS is also required to complete section 6 of form CA1890, which is available at www.gov.uk.
- A transfer cannot be paid unless we can verify that the QROPS approval is still effective.
- The receiving QROPS must complete, sign and return Forms C, D and E.
- The FCA-authorised adviser must complete and sign Form G. This form must also be signed by the transferring member.

After a transfer is made, the following conditions need to be satisfied:

- The manager of the receiving QROPS must notify HMRC of any payments it makes or is treated as making to a member out of funds transferred from a UK pension scheme. These reports have to be made in respect of (i) payments made within ten years of receiving the transfer of UK pension savings, or (ii) in respect of payments made to a relevant member of a QROPS if (a) the member was resident in the UK when the payment was made, or (b) has been resident in the UK in the tax year of payment or any of the preceding five tax years.

The manager of the QROPS must use the QROPS Online Service. Details of the service can be located at www.gov.uk/government/publications/using-the-qrops-online-service.

Notification to HMRC must be made within 90 days of the day the payment is made or treated as made.

- The manager of the receiving QROPS must also notify HMRC of any changes in the member's circumstances that occur within five full tax years following the date of the transfer payment, which may affect the tax status of the transfer.

Section 2 – You, as the member of a UK Registered Scheme transferring to a QROPS

Before we provide information to a third party outside of the European Economic Area (EEA):

It is a requirement of the Data Protection Act 1998 that personal data is not transferred to a country outside of the EEA without your consent unless that country ensures an adequate level of protection of the rights of data subjects. It is therefore necessary to confirm your consent to release personal data before any information is given to an overseas scheme outside the EEA by completing the attached **Request Form (Form A)**.

Before we proceed with the transfer to a QROPS:

1. You are required to sign a statement (APSS263) to confirm you acknowledge that you are aware that a transfer other than a recognised transfer to a QROPS, of sums and assets held for the purposes of, or representing accrued rights under, an arrangement under a registered pension scheme,
 - (a) gives rise to a liability under section 208 (unauthorised payments charge); and
 - (b) may give rise to a liability under section 209 (unauthorised payments surcharge).

By completing form APSS263, you confirm that you understand that any benefits paid from the QROPS that are different in structure to a UK registered pension scheme (e.g. if all of the benefit is paid as cash) may be subject to a UK tax charge. The information and the signed acknowledgement must be provided by you to the scheme within 60 days from the date you request the scheme transfer. Form APSS263 and accompanying notes are available at:

www.gov.uk/government/publications/pension-schemes-member-information-apss-263

2. If the transfer to the QROPS proceeds, we will calculate whether there is sufficient LTA available to you and will advise you of the amount of LTA that the transfer overseas will use up. You should keep this information for possible future reference as you will need to declare the LTA used if you wish to take benefits from a UK registered pension scheme at a later date. If the amount of the transfer exceeds your available LTA we will calculate the LTA charges payable, deduct them from the amount being transferred and pay the charge to HMRC on your behalf. You must sign and return the Lifetime Allowance Declaration Form (Form F).
3. Based on the information you will provide to us, we will determine whether or not you will be subject to an overseas transfer charge. If you are liable for this tax charge, we will calculate the charge payable, deduct it from the amount being transferred and pay the charge to HMRC on your behalf. If the transfer payment is not subject to an overseas transfer charge at the date of payment, a charge may be payable at a later date if your circumstances change (e.g. if you change the country in which you are registered for tax purposes) within the five full tax years from the date on which the transfer payment was made.
4. If you are transferring your BA pension benefits to an Overseas Scheme (i.e. an occupational pension scheme), you are required to be in employment related to the receiving scheme. You must provide documentary evidence of your employment before we proceed with the transfer. This requirement does not apply if the receiving scheme is an Overseas Arrangement (i.e. a personal pension).
5. You must sign and return your Indemnity **FORM B1** (Full Transfer) or **FORM B2** (Partial Transfer), which acknowledges that:
 - the receiving scheme or arrangement may not be regulated by UK law and that as a consequence there may be no obligation under that law on the receiving scheme or arrangement or its trustee(s) or administrators to provide any particular value or benefit in return for the transfer payment;
 - you will protect the Trustee of the transferring scheme from any scheme sanction charge, overseas transfer charge or other expenses that may arise as a result of making an 'unauthorised payment' if it later transpires that the receiving scheme does not meet the conditions required to be a registered pension scheme for UK tax purposes;
 - you confirm that you have received a statement from the receiving scheme or arrangement showing the benefits to be awarded for the transfer payment and any conditions on which these could be forfeited or withheld;
 - you confirm that you have read and accessed the financial guidance from Pension Wise;
 - you have read and understood the '[Retirement risk warnings](#)' & '[Latest guidance on pension transfers from TPAS, TPR and the FCA](#)'.
 - you have read and understood the Pension Regulator's 'Pension Predators' guidance;

- if you are transferring benefits to acquire flexible benefits under a QROPS and the transfer value representing your BA pension benefits is at least £30,000, you must obtain appropriate independent financial advice from a Financial Conduct Authority (FCA)-authorised adviser. Your adviser must complete Form G, which you must also counter-sign.
- The Government has said it believes that GMPs built up by men and women should be treated equally. Following this, the Trustee of the Lloyds Banking Group pension schemes asked the Court to clarify the position for its schemes. On 26 October 2018, the Court decided that the Lloyds Banking Group pension schemes should equalise GMPs for men and women, but this ruling affects all pension schemes where GMPs have been built up.

The Court also suggested methods that could be used to achieve equal treatment of GMPs. Some of these methods would require a significant overhaul of existing systems. It could take several years to agree on a common method. We'll work out and pay the transfer value of your «Scheme» pension on the current, unadjusted basis. As soon as we're in a position to work out how equal treatment of GMPs for men and women is likely to affect your «Scheme» pension, we'll write to you if any additional payments become due. The arrangement receiving the transfer value of your «Scheme» pension will need to be able to accept an additional transfer payment (if we work out that one is due). If they will not accept a further payment, we may not be able to pay it to you. You should check this with your new pension arrangement before we complete payment of your transfer value as we cannot reverse the transfer once we have paid it.

What help, advice and guidance is available to you and other useful information

The Pension Regulator (TPR), the Financial Conduct Authority (FCA) and the Money and Pensions Service (MAPS) provide information that may assist you in considering a transfer. The FCA, TPR, and The Pensions Advisory Service (TPAS) have jointly produced this letter highlighting the key issues you should consider if you are thinking about transferring your pension out of APS, including where to find impartial information to help you to make the right choice. Click [here](#) or on the letter image to read it.



Please also read the '[Latest guidance on pension transfers from TPAS, TPR & the FCA](#)', prepared jointly by TPR, the FCA, and The Pensions Advisory Service. It contains important information on points you should consider before making a decision and where to go for impartial guidance.

Financial Advice

The following websites can help you find suitable FCA authorised independent financial advisers in your area:

www.findanadviser.org

www.unbiased.co.uk

www.vouchedfor.co.uk

You will need to meet the cost of the financial advice provided.

The Pension Advice Allowance (PAA)

It's important to get financial advice before making decisions about your pension so that you make the right decisions for you and your family. You can now use your APS additional voluntary contributions (AVCs) to pay for retirement financial advice. This is known as the Pension Advice Allowance.

- More information, including how to apply for the allowance, can be found on the '[Financial Advice](#)' page.
- You can use the allowance once in any tax year up to a total of three times overall. With each use, you can draw up to a maximum of £500.
- The allowance must be paid directly by APS to your financial adviser, who must be registered with the FCA - we can't pay the allowance directly to you.

For further details about the PAA, or to apply for a PAA payment to be made from your AVCs, download our online [Pension Advice Allowance \(PAA\) pack](#).

Pension Wise

You can also make use of the free and impartial guidance available through the Government's 'Pension Wise' campaign which can be accessed online (www.pensionwise.gov.uk), over the telephone (from The Pensions Advisory Service 0300 123 1047) or face-to-face (from various [Citizen's Advice Bureaux](#)). We have included a letter in this pack from the Government explaining what the service offers. Individuals can book a free appointment with a trained guidance specialist, and it is advised that you register your interest early to secure an appointment.

Please note that Pension Wise provides guidance to options available but is **not** a substitute for FCA authorised independent financial advice.

Pension Scams

Your pension savings are at risk of being targeted by criminals. Their methods are increasingly sophisticated and have resulted in individuals losing their pension savings and facing severe tax consequences.

The Pensions Regulator (TPR) and the Financial Conduct Authority (FCA) have launched a joint campaign called **ScamSmart**. You should read and consider carefully the "Don't let a scammer enjoy your retirement" leaflet enclosed with this pack before you decide to transfer.

We recommend you read and consider carefully the following:

- Visit the FCA's ScamSmart website at: www.fca.org.uk/scamsmart
- The FCA guidance about how to avoid and [protect yourself from scams](#).
- '[Questions](#)' to ask the financial adviser of any increased risks associated with how to access the pension fund.
- The Pension Wise website contains useful information on '[How to avoid a pension scam](#).'
- The Money Advice Service also provides useful information on '[How to spot a pension scam](#).'
- Check the [FCA Financial Services Register](#) to check if a firm you are using or plan to do business with is authorised by the FCA. If you have any concerns regarding a firm or individual, you can check the FCA list of [Unauthorised firms and individuals](#). Please note this list is not exhaustive and if you have any concerns about a firm or individual you should contact the [FCA consumer helpline](#).

Other Useful addresses

www.thepensionsregulator.gov.uk

www.pensionsadvisoryservice.org.uk/

www.fca.org.uk/

www.moneyandpensionservice.org.uk/

Don't let a scammer enjoy your retirement



Find out how pension scams work, how to avoid them and what to do if you suspect a scam.



Scammers can be articulate and financially knowledgeable, with credible websites, testimonials and materials that are hard to distinguish from the real thing. Scammers design attractive offers to persuade you to transfer your pension pot to them or to release funds from it. It is then invested in unusual and high-risk investments like overseas property, renewable energy bonds, forestry, storage units, or simply stolen outright.

Scam tactics include:



- contact out of the blue



- promises of high / guaranteed returns



- free pension reviews



- access to your pension before age 55



- pressure to act quickly

If you suspect a scam, report it

- Report to the Financial Conduct Authority (FCA)
by contacting their Consumer Helpline on 0800 111 6768 or using the reporting form at www.fca.org.uk
- Report to Action Fraud
on 0300 123 2040 or at www.actionfraud.police.uk
- If you're in the middle of a transfer, contact your provider immediately and then get in touch with The Pensions Advisory Service (TPAS) at www.thepensionsadvisoryservice.org.uk

www.fca.org.uk/scamsmart

Four simple steps to protect yourself from pension scams

Reject unexpected offers

1

If you're contacted out of the blue about your pension, chances are it's high risk or a scam. Be wary of free pension review offers. A free offer out of the blue from a company you have not dealt with before is probably a scam. Fortunately, research shows that 95% of unexpected pension offers are rejected.*

Check who you're dealing with

2

Check the [Financial Services Register \(www.register.fca.org.uk\)](http://www.register.fca.org.uk) to make sure that anyone offering you advice or other financial services is FCA-authorized.

If you don't use an FCA-authorized firm, you also won't have access to the Financial Ombudsman Service or the Financial Services Compensation Scheme. So you're unlikely to get your money back if things go wrong. If the firm is on the FCA Register, you should call the Consumer Helpline on 0800 111 6768 to check the firm is permitted to give pension advice.

Beware of fraudsters pretending to be from a firm authorized by the FCA, as it could be what we call a 'clone firm'. Use the contact details provided on the FCA Register, not the details they give you.

Don't be rushed or pressured

3

Take your time to make all the checks you need – even if this means turning down an 'amazing deal'. Be wary of promised returns that sound too good to be true and don't be rushed or pressured into making a decision.

Get impartial information and advice

4

The [Pensions Advisory Service \(www.thepensionsadvisoryservice.org.uk\)](http://www.thepensionsadvisoryservice.org.uk) – Provides free independent and impartial information and guidance.

[Pension Wise \(www.pensionwise.gov.uk\)](http://www.pensionwise.gov.uk) – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options.

Financial advisers – It's important you make the best decision for your own personal circumstances, so you should seriously consider using the services of a financial adviser. If you do opt for an adviser, be sure to use one that is regulated by the FCA and never take investment advice from the company that contacted you or an adviser they suggest, as this may be part of the scam.

Be ScamSmart with your pension. Check who you are dealing with.

www.fca.org.uk/scamsmart

*FCA Financial Lives



Transfer Out checklist to a pension arrangement outside of the UK

The following checklist covers transfers made outside of the UK:-

- | | | |
|---|---|--------------------------|
| 1. | Complete Transfer to Qualifying Recognised Overseas Pension Scheme (Form A) | <input type="checkbox"/> |
| 2. | Complete FORM B1 for a 'Full Transfer' of your pension benefits or FORM B2 for a 'Partial Transfer, please read the " Can I take a partial transfer out " | <input type="checkbox"/> |
| Provide your IFA with: | | |
| | Your guaranteed CETV and AVCs if applicable; | <input type="checkbox"/> |
| | This overseas scheme (QROPS) pack from the 'Forms' page of our website; | <input type="checkbox"/> |
| 3. | You have received & understood full details from the new arrangement detailing the alternative benefits to be secured in the new arrangement. | <input type="checkbox"/> |
| 4. | You have read and accessed the financial guidance available from Pension Wise | <input type="checkbox"/> |
| 5. | You have read the letter from tPR, FCA and TPAS | <input type="checkbox"/> |
| 6. | You have read and understood the ' Retirement risk warnings ' & ' Latest guidance on transfers from TPAS, TPR and the FCA '. | <input type="checkbox"/> |
| 7. | You have read & understood the Pension Scams guidance. | <input type="checkbox"/> |
| 8. | You have received appropriate independent financial advice & both you and your adviser have completed Form G to confirm this (for transfers of £30,000 or more where you plan to acquire flexible benefits under a QROPS) | <input type="checkbox"/> |
| 9. | Return the completed & signed member indemnity form (' FORM B1 ' for Full Transfer of benefits or ' FORM B2 ' for Partial Transfer) | <input type="checkbox"/> |
| 10. | Return the completed & signed (QROPS) company indemnity form (Form C) | <input type="checkbox"/> |
| 11. | Return the completed & signed transfer payment instruction form (Form D)
(payment will normally be made in the local currency of the payment destination) | <input type="checkbox"/> |
| 12. | Return the completed & signed QROPS Trustee Authority (Form E) | <input type="checkbox"/> |
| 13. | Send us a copy of the new arrangement's HMRC letter showing the QROPS status of the scheme | <input type="checkbox"/> |
| 14. | Send us a copy of the signed QROPS manager's undertaking (APSS240) required to be re-submitted to HMRC by 13 April 2017 | <input type="checkbox"/> |
| 15. | Return the completed & signed Lifetime Allowance (LTA) declaration form (Form F) | <input type="checkbox"/> |
| 16. | Send us your original birth certificate (or a certified copy) | <input type="checkbox"/> |
| These next forms & explanatory notes are available on www.gov.uk website | | |
| 17. | Form APSS263 must be completed & returned (member form) | <input type="checkbox"/> |
| 18. | Form CA 1890 must be completed by both you and the receiving scheme | <input type="checkbox"/> |

Dear Sir or Madam,

Have you had your **free** appointment with Pension Wise?

Pension Wise is a free and impartial government service to help you understand what you can do with your pension money.

We offer telephone or face-to-face appointments with our highly-trained professionals to anyone aged over 50 with a defined contribution (personal or workplace) pension. You can also explore your pension options on our website.

You'll get:

- guidance on how to make the best use of your money
- information about tax when taking money from your pension
- tips on getting the best deal, including how to compare products, get financial advice and avoid scams

9 out of 10 people who have had a Pension Wise appointment would recommend it to friends and family, so book yours now. We're looking forward to hearing from you.

Yours faithfully



Jamey Johnson
Chief Officer, Pension Wise

Get your free appointment now

It's easy to book your appointment; just choose one of the following:

 0800 280 8880

 www.pensionwise.gov.uk

**AIRWAYS PENSION SCHEME (APS) - TRANSFER TO REGISTERED
QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME REQUEST
FORM A – RECEIVING SCHEME INDEMNITY FORM**



This form should be completed, signed and returned to British Airways Pensions before personal data is provided to an organisation outside of the European Economic Area (EEA).

Member Name: _____ **British Airways Staff number:** _____

I would like to investigate transferring my benefits held in my British Airways Pension Scheme to:

Transferring to a _____ (enter type of arrangement)

Name of receiving scheme or arrangement: _____

Country where scheme registered: _____

I confirm the **receiving scheme** details are as follows:

NAME: _____

ADDRESS: _____

I confirm the **company administering the transfer/Independent Financial Adviser** details are:

NAME: _____

ADDRESS: _____

By signing below, you agree that we can pass information about you and your pension entitlement to the company which you have nominated. Under the terms of the Data Protection Act 1998 if the company is located within the European Economic Area (EEA), it is deemed to have an adequate level of protection for the rights and freedoms of data subjects. You should be aware that if the company is located outside the EEA, then that country may not be deemed, under the provisions of the Act, to have adequate levels of data protection legislation.

My daytime contact details are: Daytime phone: _____ **Email:** _____

Signed: _____ **Date:** _____

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

**BRITISH AIRWAYS PENSION SCHEMES TRANSFER TO REGISTERED
QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME REQUEST
FULL TRANSFER (FORM B1) – MEMBER INDEMNITY FORM**

Please complete 'FORM B2' if you are transferring only a portion of your benefits under the Scheme.

Member Name: _____ **British Airways Staff Number** _____

<p>I wish to transfer all my BA pension scheme benefits, including any AVCs to a registered pension scheme <input type="checkbox"/></p> <p>I do not want my AVCs to be included in this transfer <input type="checkbox"/></p> <p>(You are only entitled to a statutory partial transfer of your safeguarded DB benefits if certain conditions are met).</p> <p>_____ (enter receiving scheme name)</p> <p>which is an overseas scheme or arrangement. Together with this completed form, please find attached the IFA certificate confirming appropriate independent financial advice has been provided, the Lifetime Allowance Declaration Form, APSS263 form and section 4 of HMRC form (CA1890).</p>
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- 1 I confirm that the receiving scheme qualifies to be a QROPS under the Registered Pension Schemes and Overseas Pension Schemes (Miscellaneous Amendments) Regulations 2012 and meets the following requirements:
 - i) is a pension scheme;
 - ii) is an overseas pension scheme as defined by the legislation;
 - iii) is a Qualifying Recognised Overseas Pension Scheme; and
 - iv) an undertaking (APSS240) had been re-submitted to HMRC by 13 April 2017.

If the receiving scheme fails to qualify as a QROPS, I confirm that I understand and accept the risks involved for failure to comply, that a transfer other than a recognised transfer to a QROPS of sums and assets held for the purposes of, or representing accrued rights under, an arrangement under a registered pension scheme,

 - (a) gives rise to a liability under section 208 (unauthorised payments charge), and
 - (b) may give rise to a liability under section 209 (unauthorised payments surcharge).
- 2 I acknowledge that the receiving scheme or arrangement may not be regulated by UK law and that as a consequence there may be no obligation under that law for the receiving scheme or arrangement or its trustee(s) or administrators to provide any particular value or benefit in return for the transfer payment. I confirm that I understand that I accept the risks involved in the transfer.
- 3 I will protect the Trustee of the transferring scheme from any scheme sanction charge, overseas transfer charge or other expenses that may arise as a result of making an 'unauthorised payment' if it later transpires that the receiving scheme does not meet the conditions required to be a registered pension scheme for UK tax purposes.
- 4 I confirm I have received a statement from the receiving scheme or arrangement showing the benefits to be awarded for the transfer payment and any conditions on which these could be forfeited or withheld.
- 5 I confirm that if the transfer value is over my available Lifetime Allowance, the excess value will be subject to a lifetime allowance charge and I understand that charge will be deducted before any overseas transfer charge is deducted and before the transfer payment is made.
- 6 I confirm that I have read and accessed the financial guidance from Pension Wise.
- 7 I have read and understood the ['Retirement risk warnings'](#) & ['Latest guidance on pension transfers from the TPAS, TPR and the FCA'](#).
- 8 I have read and understood tPR's ['Pension scams'](#) guidance
- 9 I am transferring benefits to acquire flexible benefits under a QROPS. If the CETV of my BA pension benefits is at least £30,000, I confirm that I have received appropriate independent financial advice from an FCA appointed adviser and attach Form G (completed by my adviser and signed by me) to confirm this.
- 10 I understand that I will be giving up any future 'APS Discretionary Increases (APS DI)' on my benefits. Information regarding ['APS DI'](#) can be found on our website, www.mybapensions.com/APS.

Member's Signature: _____ **Date:** _____

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

**BRITISH AIRWAYS PENSION SCHEMES TRANSFER TO REGISTERED
QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME REQUEST**

PARTIAL TRANSFER (FORM B2) – MEMBER INDEMNITY FORM

Please complete 'Form B1' if you are transferring all your pension benefits under the Scheme.

Member Name: _____ British Airways Staff Number _____

<p>I confirm I wish to proceed with a partial transfer of my BA pension scheme benefits to a registered pension. This transfer does not automatically include AVCs (if applicable). <input type="checkbox"/></p> <p>I want my AVCs to be included in the transfer and I enclose a completed AVC-Only Transfer Out pack (you can download this pack from the 'Forms' section of our website). <input type="checkbox"/></p> <p>_____ (enter receiving scheme name) which is an overseas scheme or arrangement. Together with this completed form, please find attached the IFA certificate confirming appropriate independent financial advice has been provided, the Lifetime Allowance Declaration Form, APSS263 form and section 4 of HMRC form (CA1890).</p> <p>I wish to take a partial transfer out of my pension benefits earned before 5 April 1997 only: <input type="checkbox"/></p>

- 1 I confirm that the receiving scheme qualifies to be a QROPS under the Registered Pension Schemes and Overseas Pension Schemes (Miscellaneous Amendments) Regulations 2012 and meets the following requirements:
- i) is a pension scheme;
 - ii) is an overseas pension scheme as defined by the legislation;
 - iii) is a Qualifying Recognised Overseas Pension Scheme; and
 - iv) an undertaking (APSS240) had been re-submitted to HMRC by 13 April 2017.
- If the receiving scheme fails to qualify as a QROPS, I confirm that I understand and accept the risks involved for failure to comply, that a transfer other than a recognised transfer to a QROPS of sums and assets held for the purposes of, or representing accrued rights under, an arrangement under a registered pension scheme,
- (a) gives rise to a liability under section 208 (unauthorised payments charge), and
 - (b) may give rise to a liability under section 209 (unauthorised payments surcharge).
- 11 I acknowledge that the receiving scheme or arrangement may not be regulated by UK law and that as a consequence there may be no obligation under that law for the receiving scheme or arrangement or its trustee(s) or administrators to provide any particular value or benefit in return for the transfer payment. I confirm that I understand that I accept the risks involved in the transfer.
- 12 I will protect the Trustee of the transferring scheme from any scheme sanction charge, overseas transfer charge or other expenses that may arise as a result of making an 'unauthorised payment' if it later transpires that the receiving scheme does not meet the conditions required to be a registered pension scheme for UK tax purposes.
- 13 I confirm I have received a statement from the receiving scheme or arrangement showing the benefits to be awarded for the transfer payment and any conditions on which these could be forfeited or withheld.
- 14 I confirm that if the transfer value is over my available Lifetime Allowance, the excess value will be subject to a lifetime allowance charge and I understand that charge will be deducted before any overseas transfer charge is deducted and before the transfer payment is made.
- 15 I confirm that I have read and accessed the financial guidance from Pension Wise.
- 16 I have read and understood the '[Retirement risk warnings](#)' & '[Latest guidance on pension transfers from the TPAS, TPR and the FCA](#)'.
- 17 I have read and understood tPR's '[Pension scams](#)' guidance
- 18 I am transferring benefits to acquire flexible benefits under a QROPS. If the CETV of my BA pension benefits is at least £30,000, I confirm that I have received appropriate independent financial advice from an FCA appointed adviser and attach Form G (completed by my adviser and signed by me) to confirm this.
- 19 I understand that I will be giving up any future 'APS Discretionary Increases (APS DI)' on my benefits. Information regarding '[APS DI](#)' can be found on our website, www.mybapensions.com/APS.

Member's Signature: _____ Date: _____

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

**AIRWAYS PENSION SCHEME (APS) - TRANSFER TO REGISTERED
QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME REQUEST
FORM C – (to be completed by the receiving scheme)**

BA Member Name: _____ **BA Staff or Pension Number:** _____

Name of Overseas Pension Fund: _____

If the above-named decides to proceed with the transfer of pension rights, as the administrator of the overseas receiving scheme or arrangement, we require you to complete this checklist, providing written evidence where requested together with section 6 of HMRC form CA1890.

In addition, the member will need to complete the Transfer to Qualifying Recognised Overseas Pension Scheme Request (Form A & **Form B1** or **Form B2**), the lifetime allowance declaration form, HMRC form APSS263 (must be provided within 60 days from the date of transfer request) and section 4 of HMRC form CA1890. [Section 6 of form CA1890 must be completed by the administrator of the receiving scheme]. Once completed, all documents should be forwarded to British Airways Pensions.

Please refer to the attached information leaflet, which provides guidance concerning the information requested.

To be completed & signed by the QROPS manager:

1. I attach HMRC form CA1890 [section 4 to be completed by the member and section 6 by the receiving QROPS manager].
2. I attach a certificate from HMRC, which confirms QROPS status for the receiving scheme arrangement.
3. I attach a signed copy of the re-submitted undertaking APSS240 to HMRC required by 13 April 2017.
4. I attach the QROPS Transfer out Trustee(s) authority.
5. I confirm that the receiving scheme qualifies to be a QROPS under the Registered Pension Schemes and Overseas Pension Schemes (Miscellaneous Amendments) Regulations 2012 and meets the following requirements:
 - i) it is a pension scheme,
 - ii) it is an overseas pension scheme as defined by the legislation,
 - iii) it is a Recognised Overseas Pension Scheme, and
 - iv) it is Qualifying Recognised Overseas Pension Scheme.

Equal treatment of Guaranteed Minimum Pensions (GMPs) for men and women

If the transfer out includes a GMP, any transfer value we pay now will be on the current, unadjusted basis. A further transfer payment may become due in the future in respect of the equal treatment of GMPs for men and women. By signing below, you agree to accept any further payment due in respect of the equalisation of GMP for the above-named Scheme member.

I confirm that the information provided by me above is true, accurate, and up to date at the date of completion of this form. We will indemnify the Trustee of the British Airways pension schemes against any loss which may arise in connection with this transfer in consequence of this information not being true, accurate and up to date. For the purposes of this indemnity, loss means a scheme sanction charge levied on the trustee pursuant to sections 239-240 of the Finance Act 2004 and any additional associated costs or expenses incurred by the Trustee in connection with such scheme sanction charge.

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

On behalf of the Trustee(s) of _____
(name of receiving QROPS scheme or arrangement)

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AIRWAYS PENSION SCHEME (APS) - TRANSFER TO REGISTERED
QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME REQUEST
FORM D – (to be completed by the receiving scheme)



Member Name: _____ Member Staff or Pension Number: _____

Receiving QROPS' bank details:

Name of Bank	_____
Bank Address	_____ _____
Receiving Arrangement Account Name	_____
Account Type	_____
Swift Address	
	<input type="checkbox"/>
Account Number	
	<input type="checkbox"/>
	<input type="checkbox"/>

Additional Information

Narration or Instructions: _____ _____

Signed: _____ Date: _____

Name: _____ Position: _____

On behalf of the Trustee(s) of _____
(Name of receiving scheme or arrangement)

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

**AIRWAYS PENSION SCHEME (APS)
QROPS TRANSFER OUT TRUSTEE AUTHORITY**
FORM E – (to be completed by the receiving scheme)



Member Name: _____ **British Airways Staff number:** _____

PERSONAL INFORMATION

Member Name

Date of Birth

National Insurance No.

Full name and address of the QROPS

Country in which QROPS is established

HMRC Ref No. of the QROPS

QROPS

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Scheme/Organisation Manager of the QROPS name

Scheme/Organisation Manager of the QROPS phone no

Scheme/Organisation Manager e-mail address

Scheme/Organisation Manager address

Declaration by the QROPS Manager/Organisation:

From 6 April 2017, all QROPS must be registered either in: the EU; a country or territory that has a double taxation agreement with the UK; a country or territory with a tax information exchange agreement with the UK; or a Guernsey scheme approved under S157(E) if the Income Tax (Guernsey) Act 1975 (closed to non-residents).

It is a requirement of UK legislation that the receiving scheme qualifies to be a QROPS under the Registered Pension Schemes and Overseas Pension Schemes (Miscellaneous Amendments) Regulations 2012 and re-submitted an undertaking APSS240 to HM Revenue & Customs (HMRC) before 13 April 2017.

I, the above named QROPS Manager, hereby authorise HMRC to provide any relevant information as may be requested by the Trustee of the Airways Pension Scheme or New Airways Pension Scheme administered by British Airways Pensions regarding the above-named member and QROPS registration status.

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

**AIRWAYS PENSION SCHEME (APS)
LIFETIME ALLOWANCE DECLARATION FORM**
FORM F – (to be completed by the member)



Member Name: _____ British Airways Staff No: _____

My BA pension is my ONLY pension:

I declare that I do not have any pension benefits apart from my BA pension and I have 100% of my Lifetime Allowance available for my BA pension (you don't need to include State Pension, widow(er)'s or dependant's pensions) YES (sign and date form)

**I am already receiving other pensions:
(you only need to tell us about pensions that are already being paid to you)**

1 Did the payments start before 6 April 2006? YES NO

2 Did payment of any pensions (apart from your BA pension) start after 6 April 2006? YES NO

(i) If you answered YES to 1 but NO to 2:
What is the current annual rate of pension you receive before tax? £ _____ p.a.

(ii) If you answered YES to both 1 and 2:
What was the TOTAL amount of LTA used up by these pensions? _____ %
(your previous scheme administrator should have confirmed this percentage to you)

(iii) If you answered NO to 1 but YES to 2:
What was the amount of LTA used up by this pension? _____ %
(your previous scheme administrator should have confirmed this percentage to you)

What percentage of your Lifetime Allowance is available for your BA pension?
This figure should be 100% less the amount you have entered at(ii) or (iii), above _____ %
If you only entered details in (i), above, we will work this percentage out for you

If you start to draw any other pension benefits between completing this form and the date your BA pension is due to be transferred, you will need to tell us the name of the scheme administrator and the amount of your LTA that the other pension will use up. If you are drawing another pension benefit from the same date as transferring your BA pension, you must tell us the order in which your pensions should be tested against your LTA below.

What percentage of your Lifetime Allowance is available for your BA pension? _____ %

The value of my pension exceeds the Lifetime Allowance:

I have registered with HMRC for Lifetime Allowance protection YES NO
I will be relying on Fixed Protection (FP2012, FP2014 or FP2016) and I enclose my original certificate. I have not made further pension savings since being granted Fixed Protection. YES NO
I will be relying on Individual Protection (IP2014 or IP2016) YES NO

My Individual Protection certificate number is: _____

I will be relying on Primary Protection, and I enclose my original HMRC certificate showing the additional factor of Lifetime Allowance I am entitled to: YES NO

I will be relying on Enhanced Protection, I enclose my original HMRC certificate showing the Enhanced Lifetime Allowance. I have not made further pension savings since being granted Enhanced Protection. YES NO

Declaration:

I understand that I am responsible for my tax affairs and that it is my responsibility to check my Lifetime Allowance position. If the limit is exceeded, or if any of the details above are incomplete or inaccurate, I will be personally liable for an additional tax charge.

My daytime contact details are: Daytime phone: _____ Email: _____

Signed: _____ Date: _____

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190

TRANSFER TO QUALIFYING RECOGNISED OVERSEAS PENSION SCHEME

FORM G – (to be completed by the FCA authorised adviser and signed by the transferring member)

Member Name: _____ **British Airways Staff Number:** _____

Confirmation of receipt of appropriate independent advice

If a Cash Equivalent Transfer Value is more than £30,000, this form must be completed by an FCA authorised independent adviser and signed by the member to acknowledge that they have received appropriate independent advice. Please return this form to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL.

- I have permission to carry on the regulated activity in article 53E of the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001, including advising the member on making a transfer payment in respect of safeguarded benefits.

- I am approved on the FCA register either as an SM, existing CF30 Customer or an Appointed Representative of my firm and my FCA reference number is

OR

- I am in a role that no longer requires regulatory approval so I enclose evidence to support that I am certified by my firm to provide advice on pension transfers under Senior Managers & Certification Regime, and the transfer advice has been provided in line with these requirements. The evidence also states the dates I have been certified.

- The name and FCA firm reference number of my company is:

- I have provided the member with advice which is specific to the type of transaction proposed by the member - making a transfer payment in respect of the member's safeguarded benefits under the Airways Pension Scheme (APS) to acquire flexible benefits.

This form must be signed by the Adviser and Member:

Section to be completed by the Adviser:
 I have understand the form and provided what is necessary and I have provided the member with appropriate advice.
 Print Name: _____ Signature: _____ Date: _____

Section to be completed by the Member:
 I confirm that I have received the appropriate independent advice above in respect of the transaction proposed by me.
 Signature: _____ Staff Number: _____ Date: _____

Notes: Failure to correctly complete and sign this form will prevent payment of the member's transfer value.

Terms used in this form which are not defined here have the meaning given to them in the Pension Schemes Act 2015 (Transitional Provisions and Appropriate Independent Advice) Regulations 2015.

This form can be returned by post to British Airways Pensions, PO Box 2074, Liverpool, L69 2YL or by fax to 0208 538 2190