

## Evergreen Member Transfer

Dear Member,

Please find enclosed the Evergreen Transfer Discharge Form for you to complete. We would request you to kindly complete Part 1 (Personal Information) of the form. Kindly arrange for the receiving scheme to complete and sign Part 2 (Receiving Scheme Information) and Part 3 (Payment Details). Please read and sign Part 4 (Member's Declaration).

Along with the completed Evergreen Transfer Discharge Form, we would also require you and the receiving scheme to provide additional documents to support the transfer application.

1. *Certified proof of identification – A certified copy of your valid passport. If the passport has expired, then we would need an additional proof of identification (driver's license). The certification can only be done by a lawyer or Justice of Peace.*
2. *Certified proof of address – A certified copy confirming your residential address. This can be a utility bill which should not be more than 3 months old. The certification can only be done by a lawyer or Justice of Peace.*
3. *Cover Letter from the receiving scheme – A confirmation from the receiving scheme confirming the scheme's HMRC reference/ registration number, a client reference number, receiving scheme is a QROPS/registered UK pension\* scheme and is able to accept the member's transfer.*
4. *Letter of Authority – A letter signed by yourself authorising the receiving scheme to access your Evergreen Retirement Trust account information for your member account held with the scheme. This information can be the account summary or a report detailing the transactions (deposits & withdrawals) from your member account.*
5. *HMRC letter/registration letter from the receiving scheme – This is a letter from the HMRC or the relevant registration authority stating that the receiving scheme is a valid and registered UK Pension scheme/is on the QROPS list and that they have notified HMRC that they meet the criteria to become a QROPS\*.*

Kindly note that the list of above documents is not an exhaustive list and the Manager / Trustee may request for additional paperwork in order to finalise the transfer. Once the paperwork is complete, we would request you to kindly send the documents to us at the below address using your preferred method of postage.

**Registered Post** – PO Box 317, Christchurch 8140, New Zealand

OR

**Courier** – Level 1, North Lobby, Awly Building, 293 Durham Street, Christchurch 8013, New Zealand

## QROPS & UK Pension Scheme Transfer Discharge Form

This form is to transfer out of the Evergreen Retirement Trust. You must complete this form using BLOCK CAPITALS. Do not use correction fluid if you make a mistake. If you need to correct any mistakes, please initial the changes that have been made.

### Part 1: Personal Information

The member should complete this section

Surname	Permanent Residential Address
Forenames	
Title	
Date of Birth	
Gender	
Evergreen Retirement Trust Member Number:	NI number:

### Part 2: Receiving Scheme Information

The receiving scheme should complete this section

Name of the Receiving Scheme
Receiving Scheme Registration/Certification number
Address of the Receiving Scheme
<p>The Trustee/Scheme Administrator of the Receiving Scheme hereby: -</p> <ul style="list-style-type: none"> <li>a) confirms that the Receiving Scheme is registered as a Qualifying Recognised Overseas Pension Scheme (QROPS) with HMRC/UK Pension Scheme* and will comply with all requirements;</li> <li>b) confirms that the Receiving Scheme will accept and is capable of accepting the money or other assets to be transferred from the Transferring Scheme, including over time in a number of partial payments (as further detailed in Part 4 of this form);</li> </ul> <p>This document is signed for and on behalf of the trustee/administrator of the Receiving Scheme as follows:</p> <p>Signature:</p> <p>Position: <span style="float: right;">Date:</span></p>

\*delete as applicable

### Part 3: Payment Details

**The receiving scheme should complete this section with the bank details for where the payment(s) is/are to be made**

Bank Name and Address	Account Name
	Sort Code
	Account Number
	Swift Code
	IBAN
	Currency for Payment
	Reference
<p>This document is signed for and on behalf of the trustee/scheme administrator of the receiving scheme as follows;</p> <p>Signature:</p> <p>Position: <span style="float: right;">Date:</span></p>	

#### **Part 4: Member's Declaration**

**The member should check the details provided by the receiving scheme before signing and dating the form**

**Important Information Regarding the Closure and Wind up of the Evergreen Retirement Trust**

*The Evergreen Retirement Trust ("ERT") has been closed and is winding up. Some of ERT's assets are illiquid and as a consequence the winding up process could take some time. It is expected that the winding up process will be fully completed, and a final distribution of proceeds will be made around December 2019 (although it may be later than that). Prior to the final distribution of wind up proceeds, partial distributions may be made as ERT's assets are realised.*

I hereby confirm that:

1. I request and consent to the payment of my winding up proceeds from the Evergreen Retirement Trust to the Receiving Scheme noted above. I understand that after completion of such payment, neither I nor my spouse, civil partner or dependents will have any entitlement under the Evergreen Retirement Trust.
2. I indemnify the scheme manager and Trustee of the Evergreen Retirement Trust against any action taken in respect of the information that I have provided and also against any losses, liabilities or expenses (including legal fees) resulting from that information being incorrect or incomplete.
3. I acknowledge that the Receiving Scheme may not be regulated by New Zealand law and that as a consequence there may be no obligation under the law on the Receiving Scheme or its Trustees to provide any particular value or benefit in return for the transfer of my winding up proceeds.
4. I understand that the amount of assets shown in my Evergreen Retirement Trust balance is not guaranteed and may fluctuate and the exact value will not be known until the payment of my winding up proceeds to the Receiving Scheme has been completed. The total amount of the winding up proceeds I ultimately receive will be different to the values shown in my Evergreen Retirement Trust balance from time to time due to a number of factors including changes the value of the underlying investments.
5. I understand that due to some of the Evergreen Retirement Trust's assets being illiquid it may take some time to complete the transfer of my winding up proceeds to the Receiving Scheme. I understand that the final transfer payment is expected to be made around December 2019 (although it could be later than that), however partial transfer payments may occur before that final payment is made.
6. I have read and understood this document.

Signed:

Date:

### **Member/Receiving Scheme Checklist**

Please ensure that you have enclosed the below documents in your package to go to the Evergreen Retirement Trust

*(please tick each box to show the documents you have enclosed)*

- Certified proof of identification
- Certified proof of address
- Letter from the receiving scheme
- Letter of Authority
- HMRC/Registration letter from the receiving scheme
- this QROPS/UK Pension Scheme Transfer Discharge Form; pages 2-5; completed