

DHL GROUP RETIREMENT PLAN TRANSFER IN AUTHORITY FORM

If you wish to investigate a transfer of your previous benefits to the DHL Group Retirement Plan, we require your authority to obtain details from your previous scheme.

If you are investigating more than one transfer then please complete another Authority form

SECTION 1: Personal Details

Please complete this section to confirm your personal details.

Full Name	
Address	
	Postcode
Contact phone number	
Email address	
National Insurance number	

SECTION 2: Previous Scheme Details

Please complete this section to confirm your previous scheme details. Please also provide a copy of your last pension or leaver statement from your previous scheme if you have one.

Pension Scheme	
Administrators Address	
	Postcode
Contact phone number	
Policy / membership number	

SECTION 3: Member's Declaration

I authorise the DHL Group Retirement Plan to obtain transfer information from the scheme shown in Section 2 with regards to the possible transfer of my pension rights to DHL.

Member's signature _____ Date _____

(Your actual signature is required – please do not print your name)

**Please return this form to (please do not send scanned copies):
DHL Pensions Department, 40-64 St Johns Street, Bedford, MK42 0DJ.**

Transferring your previous pension rights to DHL Group Retirement Plan

The DHL Group Retirement Plan can accept transfers from most approved UK pension schemes, this can be done at any time up your scheme retirement age, providing you are a contributing member of the Plan. Therefore, if you have previous pension rights with a former employer or with a personal pension provider, you have the option to transfer these benefits to the Plan.

If you wish to investigate a transfer, then your previous provider will require your written authority to allow the Plan to obtain details on your behalf. If you wish to explore a possible transfer, you will therefore need to complete the attached Transfer In Authority form

Why transfer?

Having your pension accounts in one place is usually more cost effective. Often pension companies charge management fees, and investment fees. By having your account in one place, may save you money. You should therefore compare these charges before agreeing to a transfer. You may wish to consult an Independent Financial Advisor (IFA) on this. This will be at your own expense but, for further information about finding an IFA, you can visit this website www.unbiased.co.uk. Please also note that some companies may charge you to cancel your policy or to transfer your benefits to another scheme. These charges should be considered before making the decision to transfer. We do not apply an administration charge to process your transfer, the amount received, is the amount that we will invest in your account for you.

Please be aware that we would not normally recommend you transferring a benefit from an occupational scheme that provides a fixed pension benefit which is guaranteed to be paid to you at retirement age. This benefit is paid from a final salary or Defined Benefit (DB) scheme.

The Quotation Process

When we have received your transfer in authority form, we will contact your previous scheme. They will provide us with a transfer value in respect of your accrued benefits with that scheme. This process usually takes around four weeks.

When we receive this information, we will write to you and will provide you with a projection based on statutory guidelines, of what the transfer value could be worth and purchase in terms of an annuity at retirement age. We will also provide you with an option form so you can confirm if you wish the transfer to proceed. Please note this, is purely a quotation and should only be used as a guideline, and does not form a guarantee of what your transferred benefits will provide.

You will then be able to compare the benefits with those that have previously been provided by the previous pension scheme.

Before agreeing to any transfer you must be sure that transferring your previous benefits to the DHL Group Retirement Plan is the correct decision for you. It is therefore recommended that you take independent financial advice.

You Wish to Proceed with the Transfer

If you decide to transfer your previous benefits to the Plan, you need to complete all the forms provided, and we then contact the previous administrator and obtain the current value of your pension account. The eventual transfer value received may be more or less than the amount previously quoted as your fund would have continued to have been invested by your previous scheme up to the date of transfer.

The transfer value will be added to your DHL pension account in accordance with your current investment strategy - purchasing additional units in your account. We will confirm to you the amount of the transfer that has been received and paid into your account and also confirm the amount of units that the transfer value has purchased.

If you decide you do not wish to proceed with the transfer, please can you let us know, so that we can file your papers accordingly, and not send any chase requests.

Your Account with DHL Group Retirement Plan

You are able to keep track of your investments and other information on your account by visiting our website <https://mypension.dhl.co.uk>. A registration process is required in order to your personal details online.

You will also receive an annual pension statement which provides an update of your investments each year

Your fund is subject to an investment and annual management charge. You should compare these charges with your previous scheme before deciding to transfer. Details of the charges can be found on our website - <https://mypension.dhl.co.uk>

What to do if you have lost touch with your previous pension arrangement

If you have a pension with another scheme but unable to trace where it is held, you can contact the Pension Tracing Service at the following address www.pension-tracing-service.com. The Pension Tracing Service holds details for many schemes and provides a tracing service free of charge.

Confirming the process - Transferring your previous pension rights to the Plan

Step 1 Request transfer details from your previous pension provider	Complete the Transfer In Authority form and ensure that the form has your signature. Return the form to the DHL Group Retirement Plan at the address shown at the bottom of the form. We will then obtain transfer details on your behalf. If you have already received transfer details or have your latest pension statement from your previous scheme, please forward a copy of this information with your Authority form
Step 2 Receiving transfer details from your previous scheme	Your previous scheme will normally respond direct to the DHL Pensions Office with the relevant transfer information. However, if they send the information direct to you please forward a copy of the information to DHL so we can provide you with a quotation. This step can take around four weeks.
Step 3 Providing you with a transfer in quotation	We will provide you with a projection to estimate the pension that you may receive at retirement age. There will also be an option form for you to complete to confirm if you wish to transfer or not. You may also be required to complete a discharge form from your previous scheme and we will send you this with your quotation
Step 4 Confirming your decision to transfer or not	Once you have the quotation you can decide whether or not to transfer your previous benefits to DHL. You may wish to consider taking Independent Financial advice before making a decision. If you wish to transfer please complete the option form and previous scheme discharge form if appropriate to the DHL Pensions Office, Howard House, 40-64 St Johns Street, Bedford, MK42 0DJ
Step 5 Completing the Transfer	We will request the transfer value payment from your previous scheme. Once the payment has been received we will write to you to confirm the transfer value received and the number of units the transfer value purchased. This may take around four weeks to complete.