

To complete this form electronically, please click on the fields and type in your answers. Once complete, please save or print a copy for your records and click the submit button on the last page to send this pdf via email back to us.

If you need to submit further information on a separate sheet, please submit via email to [ifa.pi@aon.co.uk](mailto:ifa.pi@aon.co.uk) with email titled 'PI quote + your company name' in the subject line.



# Defined Benefit Occupational Pension Scheme Transfers

## Supplementary form

W1

### Important notes

Where the form states:

**'Firm'** this includes all current businesses and trading styles; predecessors in business and previous trading styles; and self-employed consultants and Appointed Representatives that you would like covered under this policy.

**'Principals'** this includes partners, sole traders, directors and members of limited liability partnerships.

**'Income'** this includes gross brokerage, commission and any other professional income generated by the firm in relation to financial sales and advice.

**Please provide a full answer to all questions and use supplementary sheets if necessary.**

Insured name

1 a Has the firm provided advice on, transacted, or facilitated in any way, a Defined Benefit Pension transfer? Yes  No

If 'Yes' please complete the following:

	Calendar year to date	Last full calendar year	Prior – 1	Prior – 2	Prior – 3	Prior – 4	Prior – 5	Prior – 6	Prior – 7	Prior – 8
Number of cases where clients advised to transfer and completed										
Number of cases where clients advised to transfer and did NOT proceed										
Number of cases where clients advised NOT to transfer and recommendation accepted										
Number of cases where clients advised NOT to transfer but proceeded on an 'insistent client' basis										
Total Number of Pension Transfers advised for the year										

b Was any part of the process outsourced to third parties? Yes  No

If 'Yes' please provide full details below, including the name of the outsourced party.

2 Please complete the below spreadsheet in respect of every Defined Benefit Pension transfer you have arranged since Pension Freedoms (6 April 2015):

Client Name	Ceding Scheme	TVAS or APTA Produced by	Full or Limited Advice	Risk Profile Score 1-10	Does the Client have other Pension Assets	Transfer Amount	Reason for Transfer	Product	Provider	Years to Retirement	Insistent Client (Y/N)	Ongoing Service Agreed (Y/N)
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
			Full <input type="radio"/> Limited <input type="radio"/>		Yes <input type="radio"/> No <input type="radio"/>	£					Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

Please use an additional sheet if necessary

3 Has the firm reviewed and/or amended the Defined Benefit Pension transfer process following the publication of the FCA final rules and guidance March 2018?

- a reviewed with no amendments necessary
- b reviewed and amendments made
- c not reviewed

Yes  No   
 Yes  No   
 Yes  No

4 Does the firm operate a staged process e.g. rejecting some transfers following customer contact but before a full analysis, report and recommendation have been made?

Yes  No

If 'Yes' please complete the following table:

	Calendar year to date	Last full calendar year	Prior – 1	Prior – 2	Prior – 3	Prior – 4	Prior – 5	Prior – 6	Prior – 7	Prior – 8
Number of transfers rejected following customer contact but before a full analysis, report and recommendation has been made										

5 Has any advice been provided in respect of EPTs (Employer Promoted Transfers)?

Yes  No

This is where:

- some or all of the adviser fee is paid by the member's employer, or
- the employer or trustee is providing an incentive for the member to transfer, and
- the employer or trustee has arranged, directly or indirectly, for the firm to provide advice on the transfer.

If 'Yes' please complete the table below:

Name of scheme	Number of individuals advised	Number of EPT's proceeded

6 Has the firm provided Defined Benefit Pension transfer advice to more than one member of the same scheme?

Yes  No

If 'Yes' please complete the table below:

Name of scheme	Number of individuals advised	Number of transfers proceeded

7 a Does the firm accept referrals/introductions from any other FCA authorised firms?

Yes  No

Total number of cases last full calendar year:

b Does the firm accept referrals/introductions from any unauthorised firms?

Yes  No

Total number of cases last full calendar year:

8 a Does the firm have introducer agreements in place with every referrer or introducer?

Yes  No

b If 'Yes' does the firm's introducer agreement set out the responsibilities in relation to the advice process of your firm and the referrer or introducer?

Yes  No

c Does the firm provide the client with a specific product and investment recommendation, based on your firm's own research, in all referred or introduced cases?

Yes  No

d Where the firm accepts referrals or introductions from an FCA authorised firm, is the client passed back to be introducing firm for;

i ongoing service in all cases?

Yes  No

ii advice on investing the transfer proceeds?

Yes  No

e For every case do you undertake your own "Know Your Client" work directly with the client?

Yes  No

9 Have you been asked, at any time, by the regulator to cease carrying out Pension transfer activities (including where permissions have been subsequently reinstated)?

Yes  No

If 'Yes' please provide full details below.

10 What is the firm's strategy in respect of Defined Benefit Pension transfers going forward?

### Declaration

I/We declare the following:

- i I/We understand that I/we have a legal duty to make a fair presentation of the risk to be insured and that failure in this duty could result in the policy being invalidated and/or any claims not being paid or not being paid in full
- ii All facts, provided within this proposal form, or provided separately as part of this application for insurance, are true or substantially true and any representations as to matters of expectation or belief are made in good faith
- iii I/We understand that by submitting this proposal form I/we consent to the information being used by Aon and Insurers (including Underwriting Managers on Insurers behalf) for the purpose of providing insurance, underwriting, processing, claims handling and preventing fraud
- iv I/We understand that completion of this proposal form does not bind the Insurer to a contract of insurance
- v If any information provided as part of this application for insurance materially changes before a contract of insurance is concluded, I/we will immediately advise Aon or the Insurer

### Duty to make a fair presentation of the risk

Material information is information that would influence an Insurer in deciding whether a risk is acceptable and, if so, the premium, terms and conditions to be applied. In addition, the Insurance Act 2015 sets out whose knowledge of material information you must disclose. As an organisation you will be deemed to know all material information that is known to your senior management and those responsible for arranging your insurance, and which should have been revealed by a reasonable search. Your search will need to include information which is held by other persons such as your agents, outside advisers (including lawyers and consultants), suppliers/service providers etc.

There are clearly limits to the search you, and we, can carry out. Please talk to your usual Aon adviser if you are in any doubt about what information needs to be disclosed.

We collect and process your personal data and sensitive personal data in accordance with all applicable Data Privacy Laws which Aon is required to comply with. Full details of how we process your data, as well as measures we have put in place for the protection of your personal data can be found in our [Privacy Statement](#).

Aon UK Limited and other Aon group companies will use your personal information to contact you from time to time about other products, services and events that we feel may be of interest to you.

If you do not wish to receive these communications, please tick here.

Signature of Principal

Signature not required if submitting electronically

Print name

Position

Date

--	--

Please save or print a copy for your records. Click the submit form button to return the completed form.