

**NEW AIRWAYS PENSION SCHEME (NAPS) (Please check you have the correct scheme pack)**  
**TRANSFER OUT TO UK REGISTERED SCHEME INFORMATION PACK**

Under the Scheme rules, you are permitted to transfer your earned NAPS pension and AVC benefits to another provider at any time before drawing your pension benefits. If you require a transfer value (CETV), please contact British Airways Pensions. You should ensure that you read this information pack and provide it to the financial adviser helping you with your considerations. There's a dedicated link to '[Information for IFAs](#)' on the homepage which contains lots of useful information for your financial adviser, [www.mybapension.com/naps](http://www.mybapension.com/naps).

This pack provides you with information about:

1. The transfer options available
2. Transfer Requirements
3. Transfer Timescales
4. What help, advice and guidance is available to you
5. Pension Scams
6. How to proceed with a transfer to a UK pension arrangement

If you wish to investigate a transfer of your AVCs only, please refer to the AVC-Only Transfer Out pack on the '[Forms](#)' page of our website, <https://www.mybapension.com/naps>.

## 1. Transfer options

A transfer of part or all of your earned NAPS 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 ROPS – Recognised Overseas Pension Schemes). This pack details the process and requirement for transferring to a UK-Registered Pension Arrangement. 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/naps/scheme/can-i-take-a-partial-transfer-out](http://www.mybapension.com/naps/scheme/can-i-take-a-partial-transfer-out).

**Should you wish to transfer to a ROPS, please refer to the Transfer out to an overseas scheme (ROPS) information pack for details of the process and requirements for transferring to a ROPS.**

Under government rules introduced in 2015, you may be able to access more of your pension benefits as cash from age 55. You will need to transfer part or all of your benefits out of NAPS to a defined contribution (DC) arrangement offering the new flexibilities to access them in this way. Only a quarter (25%) of any lump sum accessed externally through the flexibility provisions can be taken tax-free. You will pay tax on the rest as earned income, and it is likely that the external provider will require you to pay charges. If your total benefits are greater than the standard Lifetime Allowance, how you access your cash flexibly will be limited. You should discuss this with your IFA.

The four main options offered by external pension providers under the flexible access provisions are annuity, flexi-access drawdown, taking several cash sums at different stages or taking the entire pot in one go.

These options have different features, different rates of payment, different charges and different implications. The Pensions Regulator (TPR) has also published important '[Retirement risk warnings](#)' associated with accessing benefits under the new DC flexibility provisions. A copy of these is available via the above link or on the '[Forms](#)' section on the Scheme website. Please ensure that you read and understand the different benefits and risks under each option.

### Money Purchase Annual Allowance (MPAA) limit

If you choose to transfer your NAPS pension benefits to an external arrangement to access your benefits flexibly; as soon as benefits are accessed in this way, an MPAA of £10,000 a year will immediately apply for all future DC pension savings. If this limit is exceeded, a tax charge will be due on the excess savings over £10,000, and the Annual Allowance for any defined benefit pension scheme savings will reduce to £50,000 a year. Your Annual Allowance may be lower if you are also affected by the Tapered Annual Allowance. You can find more information about the MPAA on the HMRC website.

## 2. Transfer requirements

You must get regulated independent financial advice, from a Financial Conduct Authority (FCA) authorised adviser before transferring to a DC arrangement that offers flexible access under the Government's pension freedom rules. This applies if the cash equivalent value of your NAPS pension (also known as 'Defined Benefits (DB)' or 'Safeguarded Benefits') exceeds £30,000.

Your Adviser is required to complete the enclosed FCA-authorized advice form (which you must also sign) to confirm that you have received appropriate advice concerning the possible Transfer of your NAPS pension benefits to another arrangement.

While not a requirement for transfers to a DC arrangement of less than £30,000, the NAPS Trustee strongly recommends that independent financial advice is taken before making any decisions about your pension benefits, including transferring.

The Pension Schemes Act 2021 introduced two new conditions that must be met before a transfer can be paid from a defined benefit pension scheme, to another pension arrangement. The two conditions are applied in order and, if neither condition is met, any statutory right you may have to transfer is removed and your Scheme's Trustee can stop the Transfer from going ahead.

**Condition 1** identifies certain pension arrangements that are deemed to be safe. These include public sector pension schemes, authorised master trusts and authorised collective money purchase schemes – but not personal pensions with an insurer. If this condition is met, the Transfer can proceed and there is no requirement to test condition 2.

**Condition 2** checks for specific warning signs of a pension scam or high-risk investment that could result in you losing a significant portion of your fund value (defined as red or amber flags in the Pension Schemes Act 2021). A red flag is likely to mean that the Transfer cannot go ahead. An amber flag is likely to mean that the Transfer can only go ahead if you can demonstrate that you've received expert scams guidance from the Money and Pensions Service (MaPS), a body sponsored by the Department for Work and Pensions.

If you are thinking about a transfer, we need to check whether condition 2 applies before you can go ahead. If it does, we must check whether any red or amber flags apply to your Transfer. You can read more about the red and amber flag checks on our website on the ['Can I transfer my pension out'](#) page.

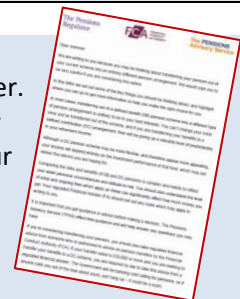
If you decide to proceed with a transfer after considering all the options, both you and the receiving scheme will also be required to sign our indemnity form, which you will find later in this information pack.

## 3. Transfer timescales

Since transferring benefits may require you to obtain independent financial advice (see section 2), consider options, complete transfer indemnity forms may require the recalculation of your transfer value, it is important to recognise that the process of transferring is likely to take many weeks.

## 4. 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 NAPS, 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](http://www.findanadviser.org)

[www.unbiased.co.uk](http://www.unbiased.co.uk)

[www.vouchedfor.co.uk](http://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 NAPS 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 NAPS 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](#).

### If you have AVCs, new Pension Wise guidance regulations apply

New regulations from June 2022 are intended to increase the take-up of free pensions guidance from Pension Wise and are designed to help you make informed decisions about your options when accessing your AVCs. When you apply to draw or transfer out your Scheme benefits, we are required to direct you to appropriate pensions guidance available through Pension Wise. You can choose whether to take up the Pension Wise guidance or opt out.

When you apply to draw your Scheme benefits, we must:

1. Offer to book a Pension Wise appointment for you; and
2. Provide you with details to allow you to book an appointment yourself.

Before you can access your Scheme benefits, you must complete one form to confirm that:

1. You have received Pension Wise guidance; or
2. The guidance does not apply to you (for example, because you have received regulated retirement advice within the previous 12 months); or
3. You wish to opt out of receiving Pension Wise guidance.

Please read our [Pension Wise Guidance pack](#). The pack includes details about Pension Wise and forms you must fill in (if you have AVCs) before you can access your Scheme benefits. Our Pension Wise pack and individual forms are available to download from the Forms page of our website.

The Pensions Regulator (tPR) has published some ['Retirement risk warnings'](#) associated with accessing benefits under the government's DC flexible access provisions. A copy of these is available by clicking the link above or by visiting the 'Forms' page of our website, [www.mybapension.com](http://www.mybapension.com)

## 5. 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 or 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 also recommend you read and consider carefully the following:

- Visit the FCA’s ScamSmart website at: [www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)
- The FCA’s 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.
- Money Helper website contains useful information on ‘[How to avoid 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](#).

### Serious ill health

If you are suffering from a life-threatening illness and have a shortened life expectancy, please complete the ‘Serious ill health’ section on the bottom of the member indemnity form so we can ensure the transfer is processed swiftly.

We strongly advise that you seek independent financial advice before deciding to transfer your pension benefits.

### Other Useful addresses

[www.thepensionsregulator.gov.uk](http://www.thepensionsregulator.gov.uk)

[www.moneyhelper.org.uk/en/pensions-and-retirement](http://www.moneyhelper.org.uk/en/pensions-and-retirement)

[www.fca.org.uk/](http://www.fca.org.uk/)

[www.moneyandpensionsservice.org.uk/](http://www.moneyandpensionsservice.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](http://www.fca.org.uk)
- Report to Action Fraud on **0300 123 2040** or at [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- If you're in the middle of a transfer, **contact your provider immediately** and then get in touch with MoneyHelper at: [www.moneyhelper.org.uk](http://www.moneyhelper.org.uk)

[www.fca.org.uk/scamsmart](http://www.fca.org.uk/scamsmart)

# Four simple steps to protect yourself from pension scams

1

## Reject unexpected offers

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.\*

2

## Check who you're dealing with

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

If you don't use an FCA-authorised 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 authorised 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.

3

## Don't be rushed or pressured

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.

4

## Get impartial information and advice

[MoneyHelper \(www.moneyhelper.org.uk\)](http://www.moneyhelper.org.uk) – Provides free independent and impartial information and guidance.

[Pension Wise](http://www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise) – If you're over 50 and have a defined contribution (DC) pension, Pension Wise offers pre-booked appointments to talk through your retirement options at: [www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise](http://www.moneyhelper.org.uk/en/pensions-and-retirement/taking-your-pension/pension-wise)

**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](http://www.fca.org.uk/scamsmart)

\*FCA Financial Lives



## 6. How to proceed with a transfer out to a UK pension arrangement

We have provided a checklist below to help with providing the correct documentation to complete a transfer to a pension arrangement in the UK.

Once we have all the required documentation and provided it is received within the guarantee period, the guaranteed CETV will be paid, usually within ten working days. If the guarantee period lapses, any subsequent CETV may be higher or lower than that previously quoted. If the CETV is lower, a revised quotation will be issued to confirm whether the transfer is still to proceed, if it is higher we will continue with the payment.

### Transfer Out Indemnity Forms

Please note that the **correct scheme** discharge forms should be printed, completed by both you and the registered pension scheme under the Finance Act 2004, Part 4 - Chapter 2. If the receiving scheme is a Small Self-Administered Scheme (SSASs), please provide a copy of the Trust Deed and Scheme Rules, to omit these may result in a delay of the transfer. The forms should be returned to [BA Pensions](#).

### Transfer Out to a UK pension arrangement

The following checklist covers transfers made within the UK

#### I have:

1. Provided my IFA with:  
(✓)  
  
The scheme specific transfer out information pack including information in section 6.   
There are separate indemnity forms for APS/NAPS members.   
Guaranteed CETV (and AVCs, if applicable).
2. Received & understood full details from the new arrangement detailing the alternative benefits to be secured in the new arrangement.
3. Read the [Pension Wise guidance pack](#) and enclose the appropriate form (if you have AVCs).
4. Read the [letter from tPR, FCA and TPAS](#)
5. Read and understood the '[Retirement risk warnings](#)' & '[Latest guidance on transfers from TPAS, TPR and the FCA](#)'.
6. Read & understood the enclosed 'Don't let a scammer enjoy your retirement' leaflet and have carefully considered the Pension Scams section of the Transfer out to a UK registered scheme pack.
7. Read and understood the ScamSmart campaign information from the Financial Conduct Authority and The Pension Regulator in respect of Pension Scams.
8. Received appropriate independent financial advice & both I and my adviser have completed the FCA-authorized advice form (for transfers of £30,000 or more)
9. Returned the relevant completed & signed member indemnity form ('**FORM A**' for full Transfer of benefits or '**FORM B**' for partial Transfer – each form has two pages)
10. Returned the completed & signed company indemnity form
11. Returned the completed & signed transfer payment instruction form (payment will be made via BACS in all cases)
12. Provided a copy of my new pension arrangement's HMRC letter showing the Pension Scheme Tax Reference (PSTR)

Dear Sir or Madam,

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

Pension Wise is a free and impartial service from MoneyHelper that helps you understand what you can do with your pension money.

We offer appointments with our highly-trained professionals to anyone aged 50 or over 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,

*Rosie Cottrell*

**Rosie Cottrell**

Service Delivery Manager Pension Wise

Cut out and keep



## Get your **free** appointment now

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

 0800 280 8880

 [moneyhelper.org.uk/pensionwise](https://moneyhelper.org.uk/pensionwise)

A service from

**Money  
Helper**



**NEW AIRWAYS PENSION SCHEME (NAPS)**  
**TRANSFER TO REGISTERED UK PENSION ARRANGEMENT**  
**RECEIVING SCHEME INDEMNITY FORM**

Member Name:

Pension reference number:  Member NI No:

Member Address:

**Transferring to a** \_\_\_\_\_ (enter type of arrangement)  
*(Collective Defined Contribution scheme / Master Trust / Public sector pension scheme; or Personal pension / Self-invested personal pension (SIPP) / Other (please specify above)*

**Name of arrangement** \_\_\_\_\_

**Arranged with:** \_\_\_\_\_ (pension provider company name)

*I enclose a copy of the receiving arrangement's HMRC registration/approval letter showing the Pension Scheme Tax Reference (PSTR)*

**Bank details of the receiving arrangement (all payments are made via BACS):**

**Sort Code:**   -   -

**Account No:**

**Receiving Arrangement Account Name:** \_\_\_\_\_

A summary of the benefits, including the CETV to which the former member is entitled in NAPS, has been provided and is dated within the three-month guarantee window/period.

We understand that if the indemnity forms are returned outside the guarantee period, the CETV will be recalculated and may be higher or lower than previously quoted.

Scheme members transferring 'safeguarded' pension benefits of £30,000 or more who wish to transfer benefits to access their benefits flexibly must first get appropriate independent financial advice, from a Financial Conduct Authority (FCA) authorised financial adviser. We confirm that the individual named above has received appropriate advice.

**Equal treatment of Guaranteed Minimum Pensions (GMPs) for men and women**  
 We understand that the CETV of any element of GMP (if the benefits include them) have been equalised.

**We agree to the above, duly authorised for and on behalf of:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name in Capitals:** \_\_\_\_\_ **Position in Company:** \_\_\_\_\_

Please return this form by post to British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL

**NEW AIRWAYS PENSION SCHEME (NAPS)  
TRANSFER TO REGISTERED UK PENSION ARRANGEMENT**  
FULL TRANSFER (FORM A – Page 1 of 2) - MEMBER INDEMNITY FORM

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

Name: \_\_\_\_\_ Pension reference number: \_\_\_\_\_

I wish to transfer <b>all</b> my BA pension scheme benefits, <b>including any AVCs</b> to a registered pension scheme	<input type="checkbox"/>
I <b>do not</b> want my AVCs to be included in this Transfer <small>(You are only entitled to a statutory partial transfer of your safeguarded DB benefits if certain conditions are met).</small>	<input type="checkbox"/>
Arrangement in the UK run by: _____	
Receiving Scheme name: _____	

<b>For all transfers:</b>	<i>(Please tick (✓) to confirm each item)</i>
<b>I understand:</b>	
That my future benefits may not be equal to, or in the same form as, those that I or my dependents would otherwise have become entitled to from my BA pension scheme. It is my responsibility to ensure that the future benefits purchased by the transfer value are appropriate to my circumstances;	<input type="checkbox"/>
How transferring my benefits will impact any HMRC protection I may have.	<input type="checkbox"/>
If I am transferring to an occupational pension scheme, that I have an employment link with that scheme and receive earnings.	<input type="checkbox"/>
<b>I acknowledge that:</b>	
I have received details of my entitlement under my BA pension scheme arrangement administered by British Airways Pension Services Ltd and a statement from my new pension provider showing the alternative benefits available and I have confirmed my acceptance of the terms offered by the receiving pension arrangement;	<input type="checkbox"/>
Once my benefits have been transferred, neither I nor anyone claiming through me will have any entitlement to benefits under my BA pension scheme. I therefore waive all rights I have, or may have, under my BA pension scheme; release the Trustee from all liability to provide benefits under the Scheme for, and in respect of, me; and agree to indemnify the Trustee of the BA pension scheme and keep it indemnified in respect of any claims relating to my membership of, or my benefits under, the Scheme.	<input type="checkbox"/>
I will protect the Trustee of my BA pension scheme from any scheme sanction 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.	<input type="checkbox"/>
If the guarantee period lapses, any subsequent CETV may be higher or lower than that previously quoted.	<input type="checkbox"/>
I have received appropriate independent financial advice (for transfers of £30,000 or more) from an FCA- authorised adviser. My adviser and I have completed and signed the enclosed FCA-authorized advice certificate.	<input type="checkbox"/>
<b>Member's signature:</b> _____	<b>Date:</b> _____

*(please complete page 2 of this form)*

**NEW AIRWAYS PENSION SCHEME (NAPS)  
TRANSFER TO REGISTERED UK PENSION ARRANGEMENT**

**FULL TRANSFER (FORM A – Page 2 of 2) - MEMBER INDEMNITY FORM**

Name: \_\_\_\_\_ Pension reference number: \_\_\_\_\_

**Before completing the statements below, ensure you have read & understood Section 2, 'Transfer requirements' above in this transfer pack.**

**Statements covering the red flags:**

Yes No

I was contacted out of the blue to transfer my pension to another arrangement or by a 'cold caller'.

I was offered an incentive to transfer my pension to another arrangement.

I have been pressured in some way to transfer my pension out into another arrangement.

**Statements covering the amber flags:**

The investments in the receiving arrangement are high-risk, unregulated, complex or unclear to understand (these could include, but are not limited to: investments in hotel, villa, factory or plantation developments, cryptocurrency, overseas property, renewable energy bonds, forestry, storage units).

The fees charged by the receiving arrangement are unclear or high (this could involve investments in more conventional products but that have an unnecessarily complex structure that could hide multiple fees and high charges). Consider compounding fees & high withdrawal charges.

The Scheme's investment structure is unclear or complex to understand. If you answer 'Yes', then you need to seek help from MoneyHelper [www.moneyhelper.org.uk/en/pensions-and-retirement](http://www.moneyhelper.org.uk/en/pensions-and-retirement)

Does the receiving scheme arrangement include overseas investments?

If yes, what do these overseas investments include?

- a. Global equities Yes/No  
b. Offshore investment bonds Yes/No  
c. Other – please specify \_\_\_\_\_

**Declaration - I have read & understood:**

(✓)

Section 2 of this pack, 'Transfer requirements'

The letter from tPR, FCA and TPAS

The [Pension Wise guidance pack](#) and enclose the appropriate form (if you have AVCs).

The 'Retirement risk warnings' & 'Latest guidance on pension transfers from TPAS, TPR and the FCA'.

The Pensions Regulator's "Don't let a scammer enjoy your retirement" leaflet and have carefully considered the Pension Scams section of the Transfer out to a UK pension arrangement pack.

ScamSmart campaign information provided by the Financial Conduct Authority and the Pension Regulator in respect of Pension Scams.

That I may be contacted by telephone by the BA pensions team to assess the risk of pension scam activity.

**Serious ill health:**

Yes No

I can confirm I am suffering from a life-threatening illness and my life expectancy is shortened

I confirm that I have read and understood the transfer pack and have taken necessary regulated advice where applicable to complete the indemnity forms statements. Once the Transfer is completed, I understand that it cannot be reversed, but I am confident that my benefits are transferring to an approved pension scheme that meets the transfer requirements.

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Member's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form by post to British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL

**NEW AIRWAYS PENSION SCHEME (NAPS)  
TRANSFER TO REGISTERED UK PENSION ARRANGEMENT  
PARTIAL TRANSFER (FORM B- Page 1 of 2) - MEMBER INDEMNITY FORM**

**Please complete 'FORM A' if you are transferring all your pension benefits under the Scheme.**

Name: \_\_\_\_\_ Pension reference number: \_\_\_\_\_

I wish to transfer <b>all</b> my BA pension scheme benefits, <b>including any AVCs</b> to a registered pension scheme	<input type="checkbox"/>
I <b>do not</b> want my AVCs to be included in this Transfer (You are only entitled to a statutory partial transfer of your safeguarded DB benefits if certain conditions are met).	<input type="checkbox"/>
Arrangement in the UK run by: _____	
Receiving Scheme name: _____	
<b>Please tick the portions you wish to transfer out:</b>	
Pension benefits earned before 5 April 1997 (pre-97), (in all cases, this portion must be included in a partial transfer):	<input checked="" type="checkbox"/>
Pension benefits earned between 6 April 1997 to 31 March 2007 (Post-97):	<input type="checkbox"/>
Pension benefits earned after 1 April 2007 (Post-07):	<input type="checkbox"/>

<b>For all transfers:</b>	<i>(Please tick (✓) to confirm each item)</i>
<b>I understand:</b>	
That my future benefits may not be equal to, or in the same form as, those that I or my dependents would otherwise have become entitled to from my BA pension scheme. It is my responsibility to ensure that the future benefits purchased by the transfer value are appropriate to my circumstances;	<input type="checkbox"/>
How transferring my benefits will impact any HMRC protection I may have.	<input type="checkbox"/>
If I am transferring to an occupational pension scheme, that I have an employment link with that scheme and receive earnings.	<input type="checkbox"/>
<b>I acknowledge that:</b>	
I have received details of my entitlement under my BA pension scheme arrangement administered by British Airways Pension Services Ltd and a statement from my new pension provider showing the alternative benefits available and I have confirmed my acceptance of the terms offered by the receiving pension arrangement;	<input type="checkbox"/>
Once my benefits have been transferred, neither I nor anyone claiming through me will have any entitlement to benefits under my BA pension scheme. I therefore waive all rights I have, or may have, under my BA pension scheme; release the Trustee from all liability to provide benefits under the Scheme for, and in respect of, me; and agree to indemnify the Trustee of the BA pension scheme and keep it indemnified in respect of any claims relating to my membership of, or my benefits under, the Scheme.	<input type="checkbox"/>
I will protect the Trustee of my BA pension scheme from any scheme sanction 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.	<input type="checkbox"/>
If the guarantee period lapses, any subsequent CETV may be higher or lower than that previously quoted.	<input type="checkbox"/>
I have received appropriate independent financial advice (for transfers of £30,000 or more) from an FCA- authorised adviser. My adviser and I have completed and signed the enclosed FCA- authorised advice certificate.	<input type="checkbox"/>
<b>Member's signature:</b> _____	<b>Date:</b> _____

*(please complete page 2 of this form)*

**NEW AIRWAYS PENSION SCHEME (NAPS)**

**TRANSFER TO REGISTERED UK PENSION ARRANGEMENT**

**PARTIAL TRANSFER (FORM B – Page 2 of 2) - MEMBER INDEMNITY FORM**

Name: \_\_\_\_\_ Pension reference number: \_\_\_\_\_

**Before completing the statements below, ensure you have read & understood Section2, ‘Transfer requirements’ above in in this transfer pack.**

**Statements covering the red flags:**

Yes No

I was contacted out of the blue to transfer my pension to another arrangement or by a ‘cold caller’.

I was offered an incentive to transfer my pension to another arrangement.

I have been pressured in some way to transfer my pension out into another arrangement.

**Statements covering the amber flags:**

The investments in the receiving arrangement are high-risk, unregulated, complex or unclear to understand (these could include, but are not limited to: investments in hotel, villa, factory or plantation developments, cryptocurrency, overseas property, renewable energy bonds, forestry, storage units).

The fees charged by the receiving arrangement are unclear or high (this could involve investments in more conventional products but that have an unnecessarily complex structure that could hide multiple fees and high charges). Consider compounding fees & high withdrawal charges.

The Scheme’s investment structure is unclear or complex to understand. If you answer ‘Yes’, then you need to seek help from MoneyHelper [www.moneyhelper.org.uk/en/pensions-and-retirement](http://www.moneyhelper.org.uk/en/pensions-and-retirement)

Does the receiving scheme arrangement include overseas investments?

If yes, what do these overseas investments include?

- a. Global equities Yes/No
- b. Offshore investment bonds Yes/No
- c. Other – please specify \_\_\_\_\_

**Declaration - I have read & understood:**

(✓)

Section 2 of this pack, ‘Transfer requirements’

The letter from tPR, FCA and TPAS

The [Pension Wise guidance pack](#) and enclose the appropriate form (if you have AVCs).

The [‘Retirement risk warnings’](#) & [‘Latest guidance on pension transfers from TPAS, TPR and the FCA’](#).

The Pensions Regulator’s “Don’t let a scammer enjoy your retirement” leaflet and have carefully considered the Pension Scams section of the Transfer out to a UK pension arrangement pack.

ScamSmart campaign information provided by the Financial Conduct Authority and the Pension Regulator in respect of Pension Scams.

That I may be contacted by telephone by the BA pensions team to assess the risk of pension scam activity.

**Serious ill health:**

Yes No

I can confirm I am suffering from a life-threatening illness and my life expectancy is shortened

I confirm that I have read and understood the transfer pack and have taken necessary regulated advice where applicable to complete the indemnity forms statements. Once the Transfer is completed, I understand that it cannot be reversed, but I am confident that my benefits are transferring to an approved pension scheme that meets the transfer requirements.

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Member’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form by post to British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL

**NEW AIRWAYS PENSION SCHEME (NAPS)**  
**TRANSFER TO REGISTERED UK PENSION ARRANGEMENT**  
**(Please check you are completing the correct scheme form)**  
**FCA AUTHORISED ADVICE FORM**

Name: \_\_\_\_\_ Staff or Pension Number: \_\_\_\_\_

**Confirmation of receipt of appropriate independent advice**

If a 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 from the Scheme below to acquire flexible benefits.

Please insert the appropriate full Scheme name from list below::

- New Airways Pension Scheme
- British Caledonian Airways Group Pension Scheme
- Davies & Newman Pension Scheme
- Dan Air Pension Scheme

**This form must be signed by the Adviser and Member:**

Section to be completed by the **Adviser**: I confirm that I have provided the member with appropriate independent financial advice in accordance with the requirements of the Pension Schemes Act 2015.

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.

Please return this form by post to British Airways Pensions, PO Box 2074, 8 Castle Street, Liverpool, L69 2YL