FSA's pension-switching advice suitability assessment template: Questions section

There are functionalities in the Excel version that are not available in this PDF version (e.g. dropdown menus).

Section 1: File-specific information

FRN	Firm name	Review	er name
	Appointed representative	Revie	w date
	Adviser name	<u>.</u>	
	Customer name	Customer d	late of birth
	The provider of the receiving scheme is:	The receiving	g scheme is a:
		PPP	SIPP
		Date of appl	ication form

Section 2: Customer needs analysis

A What drivers for the pension switch were stated in the suitability report or in other documents on file?

Consolidation
Future drawdown
Investment flexibility
Performance
Specific investment
Switch to cheaper scheme
Other: state in comments box
File does not contain drivers

Comments on customer needs analysis

Section 3: Unsuitable outcomes

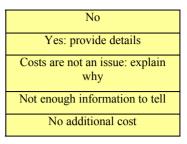
1 The customer has been switched to a pension that is more expensive than their existing one(s) or a stakeholder pension (because of exit penalties and/or initial costs and ongoing costs of the receiving scheme versus the old scheme or a stakeholder pension) without good reason.

1.1	Is the receiving scheme more expensive than the ceding scheme(s)?	Yes
		No: same
		No: receiving scheme is less
		expensive
		Not enough information to tell
		Costs are not an issue: explain why
1.2	Is the receiving scheme more expensive than a stakeholder pension?	Yes
1.2	is the receiving scheme more expensive than a stakeholder pension:	
		No: same
		No: receiving scheme is less expensive
		Not enough information to tell
		Costs are not an issue: explain why
1.3	For each pension switch, did the advice consider any MVAs or penalties that applied on switching out?	Yes
	penantes that appred on switching out.	No: this is detrimental to the customer
		Not an issue: explain why
		NA: as no penalties
1.4	Does the receiving scheme have the features / options that meet the	Yes
1.4	customer's needs?	
		No
		Not an issue: explain why
		Unclear
1.5		X7
1.5	Could the features / options / funds have been achieved more cost effectively by a different product?	Yes
		No
		Not an issue: explain why
		Unclear
1.6	Is the recommendation to switch to a more expensive scheme than	No
1.0	the ceding scheme(s) without good reason (see guidance)?	Yes: provide details
	Examples:	^
	• Did the adviser identify a limited range of investments in the ceding scheme?	Costs are not an issue: explain why
	• Did the adviser check that the investments in the ceding scheme were performing poorly?	Not enough information to tell
	 Has the adviser analysed the with-profit funds in the ceding scheme? 	No additional cost

7 Is the recommendation to switch to a more expensive scheme than a stakeholder pension without good reason (see guidance)?

Examples:

- Has the adviser made use of external funds?
- Would a stakeholder pension meet the customer's needs?



Comments on outcome 1	
	-
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Outcome 1 materialised?

INO	
Yes	
Unclear	

2 The customer has lost benefits (e.g. guaranteed annuity rates) in the pension switch without good reason.

2.1 Were guarantees in the ceding scheme considered and was there good reason for their loss on switching out?

Yes: loss of guarantees justified
No: loss of guarantees not justified
No: no evidence of guarantees
checked
Not an issue: explain why
NA: no guarantees

Comments on outcome 2

Outcome 2 materialised?

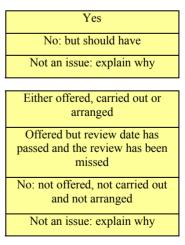
No Yes Unclear

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1.7

3	The customer has switched into a pension that does not materisk (ATR) and personal circumstances.	ch their recorded attitude to
3.1	What is the ATR recorded in the know you customer (KYC)/fact find documents?	
3.2	What is the ATR recorded in the suitability report?	
3.3	Is the investment recommendation suitable given the customer's ATR and personal circumstances?	Yes No
		Not an issue: explain why Unclear
	Comments on outcome 3	Outcome 3 materialised?
		No
		Yes
		Unclear

- 4 The customer has switched into a pension where there is a need for ongoing investment reviews but this is not explained, offered or put in place.
- 4.1 Did the suitability report explain the importance (see guidance) of regular ongoing reviews?
- 4.2 Have these have been offered, carried out or arranged for a future date?



Comments on outcome 4	Outcome 4 materialised
	No
	Yes

5 Other unsuitable outcomes

5.1 Detail any other unsuitable outcomes identified:

Outcome 5 materialised?

No	
Yes	

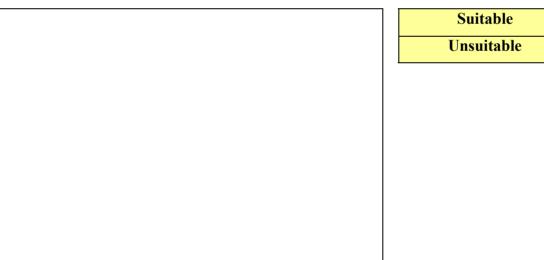
Initial rating

Explain why you have selected this rating.

Suitable
Unsuitable
Unclear

Final rating (if initial rating is "Unclear")

If the initial rating is "Unclear" because of incomplete information on file, you should obtain the missing information from the adviser and reassess.



FSA's pension-switching suitability assessment template: Data section

Ceding schemes

Policy	Policy type	Provider	Transfer Value (£)	Fund Value (£)	Ongoing charges %	Projection to Selected Retirement Date (£)	Guarantees and Guaranteed Annuity Rates	Comments
А								
В								
C								
D								
E								

Policy-specific data for receiving scheme

Fees/initial commission for advice	Fees/ongoing commission	Adviser waived fee and commission		Comments
		Yes	No	

Term to retirement (full years)	Retirement date	Retirement age on KFI/ projection	Non fund charges (initial) %	Non fund charges (ongoing) %	Projection to Selected Retirement Date (£)	Reduction In Yield (RIY)	Comments

Fund-specific data for receiving scheme

Fund or asset	% of TV invested in fund or asset	External fund?	Fund charges (initial) %	Fund charges (ongoing) %	Comments
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No Yes No			
		Yes No Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			
		Yes No			