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Dear [Administering Authority to enter member name]

You recently contacted us requesting transfer information about your Local Government Pension Scheme (L G P S) benefits.

Before we process this, we must give you advance notice of actions you might need to take if you wish to transfer to a defined contribution pension scheme (for example, a personal pension scheme).

Unless you tell us otherwise, we will always assume that you wish to transfer to a defined contribution scheme.

### Actions you might need to take

* If the value of your total L G P S benefits is more than £30,000, you must take appropriate independent advice at your own cost.
* To prove you have taken that advice, you must return the Transfer Advice Confirmation Form, which we will later send you. You must return this within three months beginning with the day on which we provide you with the guaranteed transfer value.

### Next steps

To be able to receive the information you have requested, you must meet certain conditions. If you do, we will send the information along with the necessary forms (if applicable) and confirm any actions you need to take. If you do not, we will let you know with our reasons why. We aim to reply [Administering Authority to enter any specific SLA information]. In any case, we will reply within three months of your request.

Regards