**Transfers Checklist**

This checklist includes the common reasons that many transfers especially electronic are delayed, please use this checklist to ensure that all required information is correct before requesting the transfer.

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| **Account Numbers** |
| Have you checked that all account numbers are correct? | [ ]  |
| Is there a sub-account account number? | [ ]  |
| Have you requested all accounts, including any sub-accounts to be transferred? | [ ]  |
| **Account Holder** |  |
| Account holder details: Name, DOB, NINO & address held by ceding provider and acquiring provider are the same? | [ ]  |
| **Asset re-registration or Cash Transfer** |  |
| Confirmed whether transfer is a re-registration or cash transfer? | [ ]  |
| **Conversion instructions** |  |
| Any conversion instructions provided? | [ ]  |
| **AML outstanding?** |  |
| Is there any outstanding AML with the ceding provider | [ ]  |